



BLIS



Director's Message



Welcome to College of Commerce, Arts & Science, Patna

I am delighted to welcome you to this institution. Here we understand the challenges that are in store for our students. We, therefore, provide a rich learning environment. A balance of knowledge and application is what this institution provides to its students. Flexibility, breadth and depth are the hallmark of our learning pathways. We value and celebrate achievement and generosity.

Founded on 5th Sept., 1949, College of Commerce is renowned for its outstanding holistic education. Our students success cannot be defined by qualification alone. The students leave the college as dynamic and impactful citizens, equipped to play a leading role in which ever walk of life they choose. We have high class infrastructure with well-equipped computer/IT laboratories/Class room/Auditorium/Seminar Hall, Modernised, Library etc. We are proud of our strong team of metiulously, dedicated and committed faculty and staff.

College of Commerce, Arts & Science is a challenging and exhilarating place to learn. I warmly welcome you to come and visit to experience all that this college has to offer.

With best wishes and blessings.

Prof. (Dr.) Indrajit Prasad Roy

Principal-cum-Director

College of Commerce, Arts & Science

Patna - 800 020

Co-ordinator's Message



Library and Information Science is an interdisciplinary field that applies the practices, perspectives, and tools of management, information technology, education and other areas to libraries. Library and Information Science is an important and indispensable need of every educational institution and society as well. There is a lot of scope for career in library science and the students can find many opportunities in the following, as career options :

Library Assistant, Senior/Junior Library Analyst, Law Librarian, Librarian/Chief Librarian, Consultant/Reference Librarian, Cataloguer/Technical Assistant/Record Manager etc.

Dr. Aditi

Co-ordinator

College of Commerce, Arts & Science
Patna-800 020

The Glory of College of Commerce

College of Commerce, Arts & Science, Patna-20 is a constituent unit of Magadh University, Bodh Gaya (Bihar) duly recognized by University Grants commission. New Delhi under 2(f) and 12(B). The college was established in 1949 by Prof. Indu Shekhar Jha, the founder principal of the college, a man of great vision, and, the father of commerce education in Bihar.



Coming from a small village called Sabour in Bhagalpur district of Bihar, Prof. Jha was a post graduate in Commerce from Calcutta University. On the advice of and assistance from the late Dr. Rajendra Prasad, the first president of India, Prof. Jha translated his long-cherished dream of starting Commerce education in Bihar from Rajendra College, Chapra (Bihar) as a department of the college. But, not satisfied with this small beginning, and having a dream of launching an institution on the pattern of London School of Commerce or Sydenham College of Commerce and Economics, Bombay. Prof. Jha soon started campaigning, door to door at the same time, contacting some eminent people in Patna like Late Justice Khalil Ahmad, Late Nageshwar Prasad (Advocate), Late H.B. Chandra, Late Indiraj Bahadur and Late Babu Shyam Nandan Sahay to explain his ideas and seek their help to establish a Commerce College at Patna-the capital of Bihar. His herculean efforts bore fruit, and, In 1949, he successfully launched his cherished institution, College of Commerce, at P.N. Anglo Sanskrit School Campus, Naya Tola, Patna in a rented house. Initially, only I. Com. programme was started with hardly a dozen of students and six faculty member. Later on, in 1953, Raja of Pali graciously donated lands to start the college at the place where it is today. The college was affiliated to Bihar University, Muzaffarpur a new university launched in 1952 in Bihar. In 1957, Science education was introduced in the college on the advice of the then Vice-Chancellor of Bihar University Muzaffarpur. Babu Shyam himself, followed by Arts faculty 1960 and Law in 1963.



GUIDELINES FOR ADMISSION

ADMISSION FORM

The Admission Form duly supported by the self attested photo copies of the required documents must reach to:

The Director
Bachelor of Library & Information Science
College of Commerce, Arts & Science
Patna-20
A Constituent Unit of Patliputra University, Patna

1. Self attested copies of the Marks-sheet of the qualifying examination.
2. Self attested only of the Matriculation Certificate for the proof of age.
3. Self attested copy of the Caste Certificate, issued by the competent authority (CO/SDO) or any other authorized officer in respect of SC/ST and other OBC categories of candidates. seeking admission on reserved quota as per University rules.
4. Three copies of passport size colour photographs must be pasted on the specified space of the admission form.

SELECTION OF CANDIDATES FOR ADMISSION

- (a) Selection of candidates shall be made strictly on the basis of performance in the Entrance Test/Merit List.
- (b) The reservation policy of the State Govt./M.U. shall be followed.
- (c) No candidate can claim for admission as a matter of right.
- (d) Selected candidates will be informed for their admission through college website / office notice board.
- (e) At the time of admission, the selected candidates will have to produce all the original documents with prescribed fees for the course in one instalment in the form of demand draft only. The demand draft must be issued from the Central Bank of India only and drawn in favour of "**Director, COCAS Vocational Courses Fund A/c**".
- (f) The University reserves the right to amend the schedule, rules, course structure and fee structure as and when it seems necessary.

SELECTION PROCEDURE

INTAKE

For one academic year 60 students will be admitted in BLIS programme based on to performance in the Entrance Test and observing the norms of Reservation for admission as p State Government/Patliputra University Rules.

ELIGIBILITY FOR ADMISSION

Graduate in any discipline with 50% marks.

RESERVATION

- (i) Seats shall be reserved for SC (16%), ST (01%), BC-I (18%), BC-II (12%) & BC Women (03%).
- (ii) Appearance in the test is mandatory. The reserved category candidates shall have to submit a copy of the certificate mentioning that the candidates belongs to particular reserved category from an officer not below the rank of C.O./S.D.O.
- (iii) 3% seats shall be reserved for physically disabled candidates : Visually impaired (1%), Hearing Impaired (1%) & Orthopaedically Handicapped (1%). These 3% seats are within the intake limit : Percentage of disability will be taken into consideration at the time of selection.



CRITERIA FOR ADMISSION

- Selection of candidates shall be made in order of Merit/Test.
- In all the admission, the reservation policy of the state Govt. of Bihar (for educational institutions) and the University rules will be considered.
- No candidate can claim admission as matter or right.
- On the day of counselling the candidates will have to produce all the original documents as mentioned above along with prescribed fee for the course in the form of DD. The demand draft should be issued from Central Bank of India only drawn in favour of "**Director, COCAS Vocational Courses Fund A/C**".

ATTENDANCE

Students are expected to attend the classes and other activities regularly. A student must have completed 75% attendance of the classes held by the university. Otherwise he/she will not be permitted to appear in the final examination.

IDENTITY CARD

All students admitted to the course of the MLIS will get Identity Card on prescribed fee of Rs. 50/- which shall remain valid till completion of the course.

INSTRUCTIONS

The application form is required to be filled up by the candidates in CAPITAL LETTER (except signature and address) using either ink or ball pen in HIS/HER OWN HAND WRITING Where information is required to be filled in boxes, write names in capital letters, leave one blank between first and middle name and also between middle name and last name or initial names. Your name, Father's name, Mother's name and Date of Birth in the application f should exactly be the same as mentioned in the High School/Class X certificate discrepancy, Whenever found, may lead to cancelation of your candidature.

DURATION OF COURSE

- The duration of the course shall be of one academic session (BLIS).
- The final examination leading to the award of the degree shall be held at the end of the academic session on the date notified by the University.

REGISTRATION

A student who is not already registered with Patliputra University will have to get himself registered on payment of the requisite fees. The students who are not registered under Patliputra University shall not be allowed to appear at the examination.

EXAMINATION

To be admitted to the examination for the Degree of BLIS, a candidate must have :

- Completed the prescribed courses of study.
- Registered under the University as a student (for other university students).
- Completed 75% attendance of the classes held, otherwise he/she will not be permitted to appear at the examination.
- The medium of examination for the course shall be English or Hindi.
- The examination shall be conducted by Patliputra University which shall also finalize the programme for the examination and necessary fee for its conduction.

**BLIS**

COURSE CURRICULUM

BLIS

Revised syllabus for Bachelor in Library and Information Science (BLIS) from Session 2022-23 in the light of Governor's Secretariat Raj Bhawan, Patna Vide Letter No. P.U. (Regulation) 62/2013-1049/G.S.(1) Dated 18.07.2022 and M.U. Letter No. XM/119/14 Dated 25.07.2022.

PAPER	SUBJECT	MARKS		
		THEORY	PRACTICAL	TOTAL
1.	Foundation of Library and Information Science	100		100
2.	Library Management	100		100
3.	Knowledge Organisation Cataloging (Theory)	100		100
4.	Practical Paper	100		100
5.	Information Users and need	100		100
	Group-A - Classification Practical		50	
	Group-B - Cataloguing Practical		50	
6.	Information Sources and Service	100		100
7.	Computer Basics and Application	100		100
8.	Project and Tour Report	100		100
	Group-A - Atleast two Libraries Visit Report		20	
	Group-B - Classification of 25 title from C.C. and D.D.C. Atleast 10, from each Book		25	
	Group-C - Prepare 25 Cataloguing according to AACR II and C.C.C. (only main entry) Atleast ten from each		25	
	Group-D - Viva-Voce		30	

Note :- Students are required to go for practical training to different renowned Library for Practical exposures. The list of renowned Library will be prepared by the Director or Co-ordinator .



COURSE OF STUDIES FOR THE DEGREE OF Bachelor of Library and Information Science

PAPER-I

Foundations of Library and Information Science

1. Information Systems and their Components :
Libraries, Documentation and Information Centres.
2. Five Laws of Library Science and Their Implications.
3. Library movement and Library Legislation in India.
4. Planning of Library & Information Systems and Services in State, City and Region.
5. International Information Systems and Services.
6. Information Systems and Services in India.
7. Library Building, Furniture and Equipments.
8. Library Publicity and Extension Services.
9. Library Co-operation.
10. Legal Deposit System.
11. Professional Organisation : National and International.

PAPER-II

Library Management

1. Principals of Science Management and Their Application in Libraries.
2. Selection of Reading Materials-Princeless, Sources, Routine and Records.
3. Acquisition and Processing of Reading Materials-Principals, Routine and Records.
4. Circulation – Methods, Routine, Records, Inter Library Loan.
5. Maintenance – Conservation of Reading Materials and Stock Verification, Routine and 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.

PAPER-III

Knowledge Organisation Classification (Theory)

1. Definition, Need and Purpose of Classification.
2. Class number – its Structure and its Quality, Class Number and an Artificial Language of Ordinal Numbers.
3. General Theory of Classification with Cannons knowledge Classification on with Additional Cannons.
4. Five Fundamental Categories, Main Class, Canonical Class, Basic Class, Isolates: Common Isolate, Special Isolate, Focus.
5. Enumerative and Analytico-Synthetic Classification, Postitional Approach to Classification. The Steps in Systematic Classification, Principles of Helpful Sequence of Facets and Isolates.
6. Details and Comparative Study of Common Isolates, Time Isolates and Devices in Colon Classification and Dewey Decimal Classification, Basic concepts of UDC.
7. Book Classification with Additional Canons for Book Number, Diversification with Additional Canons for Book Number, Diversification of College in a Library, Collection Number.

PAPER-IV

Knowledge Organisation - Cataloguing (Theory)

1. Definition, Need and Purpose of a Library catalogue, Library catalogue and Bibliography.
2. Kinds of Entries 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. Canons, Principles and Laws of Cataloguing.
6. Centralised and Co-operative Cataloguing Selective and Simplified Cataloguing.
7. Catalogue Codes : Comparative Study of AACR-II and CCC with regard to Person, Author, Corporate Author and Indic Names.
8. Filing of Catalogue Entries, Alphabetisation.

PAPER-V
Group-A

Knowledge Organisation - Classification (Practical)

Steps in Classification, Classification of Colon Classification and Dewey Decimal Classification with the following details : CC Basic Subject Simple Compound and Complex Subjects. Fundamental Categories. Facet Sequence Phase Relations. Rounds and Levels, Devices Synthesis of Class Numbers. DC Main Classes, Division, Sectors. Use of Notes like 'Scope' Inclusion, Class, Class Elsewhere, 'Optional etc. Add Instructions. Auxiliary Tables. Use of Schedule and Relative Index.

Note : 20 Marks shall be Reserved for Viva-Voce.

PAPER-V
Group-B

Knowledge Organisation - Cataloguing (Practical)

Cataloguing of Books and Periodicals in accordance with the latest edition of AACR and Sears List of Subject Headings : Single Personal Author, Joint Personal Author, Pseudonymous Authors. Collection with Collective Title. Without Collective Title, Corporate Authors. Awareness with Classification Catalogue Code.

Note : 20 Marks shall be reserved for Viva-Voce.

PAPER-VI

Information Sources and Services

1. Concept of Information Source.
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 Service and Techniques : Current Awareness Services, SDI, Translation, Reprography.

PAPER-VII

Computer Basics and Applications

1. Introduction to Computer : Components.
2. Kinds of Computers (Main Frame, Mini, Micro).
3. Operating Systems and Their Commands: MSDOS and UNIX.
4. Programming Languages : Concept and Characteristics.
5. Application Software, ODS/ISIS, Word Processing System.
6. Library Automation An Overview.

