

DIRECTOR'S PAGE

It gives me immense pleasure to write a few words on the newly established Directorate of Distance Education of Magadh University offering several vocational and professional courses through the distance mode of learning to such students of the country in general and the State of Bihar in particular, who have not been able to continue their education in conventional institutions due to various constraints and under special circumstances. Open learning programme is for those who pursue higher studies as day boarders because either they are employed or self-employed in jobs, which do not permit them to do so, but are still desirous to upgrade their educational attainment. DDE is emerging as a benchmark for continuous journey towards excellence, among the institutions of higher education. Our students get to feel the taste of a boundary-less world through a heterogeneous mixture of students from across the country, who have made DDE as their institution of choice.

The students of the State of Bihar are migrating to other states for these courses, causing them and their parents too much inconvenience, leading to huge expenditure in the form of course fee, boarding and lodging, etc. Only a small chunk of students can afford to have regular courses in other states. Keeping in view the existing infrastructure of the University, perceiving the constraints faced by many aspirants of higher education in pursuing studies in face-to-face mode, the Directorate of Distance Education, Magadh University, Bodh-Gaya has been established by adopting all necessary technical formalities. The Directorate has introduced sixteen vocational and professional courses under distance learning mode including B.Ed. programme under the dynamic leadership of a visionary, vibrant, dedicated and committed Vice-Chancellors like **Prof. Shamshad Hussain, Prof. B. N. Panday & Prof. B. P. Shastree**.

The Directorate will provide opportunity of education of highly professional venture to persons in service, people living in remote areas, students unable to continue education in regular mode owing to various constraints, unprivileged, downtrodden, unreached female population of the society who cannot afford to continue higher education through conventional mode.

It will be failing on my part if I do not mention the efforts made by Registrars like **Dr. M.G. Mustafa,**

Dr. Bimal Kumar, Dr. D. K. Yadav & Dr. B. D. Lal, who also visualized the need of the distance education system and extended all co-operations towards establishment of Directorate of Distance Education with the objective to spread and bring the quality education at the doorstep. The blessings and encouragement of teachers of different faculties is also to be acknowledged and put on record those always exhibited their enthusiasm towards the functioning of the Directorate.

We invite you all to lend your active co-operation to enable the Directorate to meet the new challenges of spreading higher education and to reach the unreached with the quality at par with the best available any where in the country.

We deeply acknowledge the encouragement and co-operation extended by Co-ordinator, College Development Council, Controller of Examinations, OSD (Tech.), OSD (Ph.D), Finance Officer, Proctor, Dean, Students' Welfare, Inspector of Colleges, Principals of Colleges where Study Centres have initially been opened with their whole-hearted co-operation and other officials and my colleagues in the Dept. of Psychology, who always came forward to render their full support to me in the effort during the establishment of the Directorate.

We place our gratitude on record for the co-operation extended by the members of different statutory bodies of the University, Department of Higher Education, Govt. of Bihar, the Chancellor's Secretariat, Inter University Board and Distance Education Council, New Delhi for making our dream a reality towards establishing the Directorate and offering various vocational courses through distance education.

Once again I, in the capacity of Director, extend a warm welcome to all the aspirants, who are keen to join B.LIS programme through the Distance Learning Mode under Directorate of Distance Education and wish a successful career to them.

(Dr. Md. Israil Khan)
Director, DDE
Magadh University, BodhGaya

MAGADH UNIVERSITY

Magadh University has covered a long eventful journey since its inception in the year 1962. It is extremely fortunate and blessed to be located at Bodh-Gaya, where Lord Buddha got enlightenment. This was possible because of the generous gesture of the Mahanatha of Bodh-Gaya, who donated 470 acres of land at a distance of 2 km. from the Mahabodhi Temple, where the headquarter of the University has come up. Bodh-Gaya, a sacred place of pilgrimage, a unique centre of Buddhist learning and the ancient seat of Vajrasana as well as symbol of enlightenment, sublimity and compassion, is the headquarter of Magadh University. The University headquarter is situated at a distance of 15 km. from Gaya city and is well connected with Rail, Road and Airways. International Airport is situated near the University headquarter, where facilities of National and International flights are available. BodhGaya is a World Heritage Centre attracting large number of tourists specially from Far East and Western countries. Students of Thailand, Vietnam, Burma and other Buddhist countries are studying in regular courses at the University headquarter and it is expected that apart from students of these countries the students of other South Asian Countries the students of other South Asian Countries will also be benefited through distance mode of learning being offered by the Directorate of Distance Education, Magadh University, Bodh-Gaya.

Magadh University is situated in a lush green and pollution & noise-free atmosphere. The University provides facilities for higher learning and research in the faculties of Science, Social Sciences, Humanities and Commerce.

The University started functioning from 2nd March, 1962 with only 2 constituent colleges, 32 affiliated colleges and 7 P.G. Departments. In 1992, seventeen constituent colleges were transferred to the newly constituted V. K. Singh University, Arrah (Bhojpur). The University at present has grown into a vast institution having 24 Post-graduate departments, 44 constituent colleges and 85 affiliated colleges imparting higher education in Humanities, Social Science, Science, Commerce, Medical, Engineering & Management courses. Several professional / vocational courses like M.B.A., M.C.A., B.C.A., B.B.M., Environmental Science, Tourism & Travel Management, Counselling & Rehabilitation, Journalism & Mass Communication, etc. are being run in different constituent/ affiliated colleges of the University. There are two Govt. Medical Colleges, two private Engineering Colleges and one private Dental College and three Law colleges under the University. Magadh University has enough land, buildings, computer Labs and other infrastructural facilities to impart quality education through distance mode of learning also.

ESTABLISHMENT

Magadh University was established by the Government of Bihar under Bihar Act IV of 1961 on 2nd March, 1962, under the Magadh University Act of 1961, with its headquarter at BodhGaya. The University is now governed by Bihar State University Act 1976. The University Grants Commission recognizes the University under 2(f) and 12 (b).

JURISDICTION

The territorial jurisdiction of the Magadh University is spread over the whole of the Magadh Division, Patna Division and over Nalanda District of Patna Division. The University is catering to the educational needs of the seven populous districts of Bihar i.e. Patna, Nalanda, Nawada, Gaya, Aurangabad, Jehanabad and Arwal.

LIBRARY

The University has multi storied Central library, named as Mannulal Central Library, besides the

departmental libraries. The central library has about 1,62,245 books, manuscripts and other reading materials. The University library is really a readers' paradise, having a wide range of ancient & modern literature and books as well as National, International journals and research journals. It also provides student management, education, library science, tourism management, mass communication and computer science.

LABORATORY

All the Science Departments including Psychology and Geography have well equipped laboratory for conducting practical and research purposes. The research facilities are available in all the University departments. The Science Labs are well equipped with latest equipments required for research.

HOSTEL FACILITIES

There are eight huge hostels on the University campus having accommodation facilities for 1500 students. One Girls' Hostel is also available to accommodate 150 girl students on the University campus. The application for a seat in the hostel should be submitted immediately after admission.

HEALTH CENTRE

The University Health Centre-cum-Dispensary provides medical facilities to students; teachers and other employees residing in the university campus as well as out side the university campus round the clock. It has the service of doctors, nurses and sufficient number of supporting Para medical staff with indoor facilities besides full-fledged Yoga centre is operating in the campus.

BANK AND POST-OFFICE

A fully computerised branch of Central Bank of India is functioning in the Campus. One S.B. I. ATM is also functional near the main gate round the clock to serve students and staff in the University premises. Post-Office having latest facilities of speed post and other up-to-date service.

DIRECTORATE OF DISTANCE EDUCATION

FACULTY

The University has adequate number of highly qualified, competent and dedicated faculty/academicians from diverse fields, who have got a long experience in teaching at the Under-graduate and Post-graduate level. At present there are 130 teachers working in the university departments and more than 2000 teachers posted in the constituent colleges of this University.

SPORTS FACILITIES

Special care is being taken to develop modern sports facilities on the campus. A large Sports Complex is located on the campus for different outdoor and indoor games particularly athletic events. With the assistance of Sports Authority of India, New Delhi a sports training centre is to be established in near future.

COMPUTER CENTRE

Proficiency in computer applications have now obviously become integral part of every teaching and training curriculum. Since Magadh University is offering course like MCA, BCA, Library and Information Science etc. along with other professional courses the need to setup an advanced computer centres has become inevitable. The University is developing a modern computer lab to meet the requirement of MCA teaching on the University campus. Besides the facilities for practical works in different courses available at the University headquarter, the constituent colleges of the University also have well equipped Computer and Language labs at different district headquarters.

BIHAR is a densely populated state with a population of over 9 crores, having a very low literacy rate in comparison to other states. As such, it is essential that Bihar makes an all out efforts to leap forward in spreading education and improving its performance on the literacy front. The State has now,; about 2700 high schools, including 10+2 schools and 12 State run Universities. Every year, over 6 lakh students appear at the Secondary School Examination and nearly 70 percent of them get

through. However, not all of them can get accommodated for higher education in institutions of conventional learning. Therefore, the system of education in distance mode has to play a major role in meeting the aspirations of such group of students, who are denied admission in conventional institutions. By providing them opportunities for higher studies through the distance mode of education it would be possible to strengthen higher education in the State of Bihar.

The Directorate of Distance Education has been established with the permission of the State Govt. of Bihar & Rajbhawan. The Regulations of various courses have been prepared and finalised by the statutory bodies of the University and approved by the Inter University Board (Bihar) and assented to His Excellency the Governor and Chancellor of the Universities of Bihar.

The Directorate of Distance Education offers courses in higher learning through distance mode of education to such students of the country in general, and the State of Bihar in particular, who have been denied admission in conventional institutions or who are unable to study there as day boarders, but are still desirous to upgrade their educational attainments. The courses offered by the DDE, Magadh University are innovative, job oriented and self satisfying and designed for independent learners who receive study materials and supports from the Directorate and from the Study Centres. Students require commitment and motivation to ensure that the quality of educational performance could be maintained at higher level.

Mission & Vision



To extend right opportunities for higher education to the multitude of people, who for one reason or the other are not able to pursue regular study programmes.



To inculcate professionalism to deliver the needs of the society to excel in real life situation at all levels.

OBJECTIVES

The Directorate of Distance Education, Magadh University, Bodh-Gaya aims at providing opportunity of education to persons in service, people living in remote areas, students unable to continue education in regular mode owing to geographical settings of this region, unprivileged, downtrodden section of the society, specially women; who cannot afford to continue higher education through conventional mode. The main objectives of the Directorate are as follows :

- ➔ To introduce professional & vocational courses for the benefit of the people who can not avail the opportunities to attend regular class in face to face mode.
- ➔ To inculcate interest for education and knowledge in the masses.
- ➔ To make education economical and convenient as far as possible.
- ➔ To develop quality study material in different disciplines in the larger interest of the knowledge hunters.
- ➔ To extend academic and professional help and counseling to the incumbents on learning, training and other occupational fronts.
- ➔ To provide the convenience of study along with the work engagements.
- ➔ To provide benefits of education to everyone and everywhere specially to socially and economically deprived section of society, working men & women, defense personnel, etc. to enable them to unfold their potentialities.

GUIDELINES FOR ADMISSION

PROSPECTUS

The Study Centres are also being permitted to sell Prospectus of the Directorate to prospective applicants on payment of the prescribed price of Rs. 375/- (*Rupees three hundred seventy five*) only in the shape of Bank draft issued from Central Bank of India only in favour of "Director, Directorate of Distance Education, M.U., Bodh-Gaya" payable at Badh-Gaya or through money receipt.

ADMISSION FORM & FEE

The Admission & Enrolment Form duly supported by the attested photo copies of the following documents must reach to :

The Director
Directorate of Distance Education
Magadh University, Bodh-Gaya
(Bihar) PIN-824234

on or before the last date for submission of the admission form either by the candidate in person or by registered post. Admission form can also be submitted at the Study Centres before the due date of submission.

1. Attested copy of the Marks-sheet of the qualifying examination.
2. Attested copy of the Matriculation Certificate for the proof of age.
3. Attested copy of the Caste Certificate, issued by the competent authority (DM/DC/SDO) or any other authorised officer in respect of SC/ST/BC/OBC candidates, seeking admission on reserved quota.
4. Experience certificate, if required.

SELECTION OF CANDIDATES FOR ADMISSION

- a) Selection of candidates shall be made strictly as per rules of the University/Directorate.
- b) The reservation policy of the State Govt. of Bihar (for educational institutions) and the University rules will be observed.
- c) If necessary, the Directorate may hold pre-admission test for selection of candidate.
- d) No candidate can claim as matter of right.
- e) Selected candidates will be informed about their selection through Website or by notice board in the Directorate office/Study centres.
- f) The candidate will have to produce the selection letter and all the original documents as mentioned above, along with the Bank Draft of the amount prescribed as fee for the course before he/she can be admitted. The demand draft issued from Central Bank of India only must be drawn in favour of "Director, DDE, M.U. Bodh-Gaya" payable at Bodh-Gaya. Cash payment will not be accepted except in special circumstances through money receipt.
- g) After admission, each candidate will be given an Enrolment number. He must quote the Enrolment number and course name in all future correspondence with the Directorate / Study Centre. Any letter, which does not bear the Enrolment number will not be entertained.
- h) Candidate must contact the Director, DDE, M.U. Bodh-Gaya to find out the status of his/her request for admission, if needed.
- i) The University reserves the right to amend the schedule, rules, course structure and fee structure as and when it seems necessary.

BEFORE POSTING THE APPLICATION PLEASE ENSURE THAT :

- Please make sure that you are using the correct application form.
- You have read and understood all the instructions/informations given in the Prospectus/application form.

- You have completed and submitted the form and have filled up the form as per given instructions. Incomplete application forms shall not be entertained.
- You have enclosed attested copies of all certificates and documents as required. After verification if it is found that the certificates and documents submitted by the candidate are fake, his/her admission shall be cancelled and fee deposited will be forfeited and suitable legal action may be initiated against the candidate.
- You have indicated your correct STD code and phone No./Mobile No.
- You have mentioned your correct e-mail address.
- The Prospectus once sold, cannot be returned in any circumstances as it is non-refundable.

REGISTRATION

All candidates enrolled for B.LIS course under DDE must get them selves registered with the Magadh University after depositing the requisite registration fee. Candidate shall not be allowed to appear in the examination without registration with the Magadh University. Those who are already registered with the Magadh University need not to be reregistered.

IDENTITY CARD

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

STUDENTS SUPPORT SERVICE

IMPORTANT CONSIDERATIONS WHILE APPLYING FOR ADMISSION

- In no case original documents be sent along with the admission form; only attested copies of the documents should be enclosed. However, at the time of admission the following documents will be required in original, along with their attested photo copy for verification. Original documents except CLC will be returned to the candidate immediately after verification and comparison.
- Three ticket size colour photographs of the candidate be submitted at the time of counselling.
- The candidate selected for admission must pay the required charges in full at the time of admission itself, and fill all other form and documents as required by the Directorate.
- There is no provision of exemption of course fee & other charges for any category of candidates.
- On the reverse side of the Demand Draft, the candidate must write his/her name, admission form no. and the name of the course applied for.
- Candidates are advised to retain photo copy of the Demand Draft for their personal use and record.
- No refund of course fee & other charges is allowed for any reason and in any case.
- Ensure the correctness of your Mailing address, Pin code, E-mail, Telephone/Mobile No. DDE, M.U. will not accept any responsibility for any postal delay/irregularity or loss in postal transit.
- It is the responsibility of the candidates to ascertain whether they possess the requisite qualification for admission. Having been called for the written test/counselling does not necessarily mean acceptance of the eligibility.
- Admission to various programmes will however be subject to verification of facts from the original certificates/documents of the candidates. In case any discrepancy should arise, even at a later point of time after admission, the university reserves all right to cancel the candidate's admission and this decision shall be final.

CHANGE OF ADDRESS

Any change in the address of the candidate enrolled must be communicated to the Directorate immediately.

STUDENT SUPPORT SERVICE

In order to provide support to its learners, the Directorate at present has established six study centres headed by the co-ordinator incharge. At the study centres the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch / listen to audio / video cassettes and interact with the co-ordinator on administrative and academic matters. The list of study centres with centre code is given below :

<i>Study Centre Code</i>	<i>Name of Study Centres</i>
01	Gaya College, Gaya
02	J. D. Women's College, Patna
03	A. N. College, Patna
04	Nalanda College, Biharsharif.
05	S. Sinha College, Aurangabad
06	S. N. Sinha College, Jehanabad
07	Sri Arvind Mahila College, Patna

Counselling/Contact classes of students after admission shall normally be done at their specified study centre allotted by the Directorate. However, in case of inadequate counselling facility in some particular course(s), the counselling may be provided at other Study Centres to be named by the Directorate and to be communicated to students accordingly. The candidate will be required to attend atleast 75% of their counselling sessions at the designated counselling centres, otherwise they will not be permitted to appear in the final examination.

Programme Delivery

The methodology of instruction in these programmes is different from that of face -to- face mode. The distance mode learning system is more learners - oriented and the learner is an active participant in the teaching-learning process. Most of the instructions are imparted through distance education methodology rather than face - to - face communication. The Directorate may tries to follow a multimedia approach for instruction in future.

(a) Self Instructional Material : The printed study material in Hindi (written in self-instructional style) for theory and practical components of the programmes will be supplied to the learners on payment of course material charge as mentioned in fee column at the time of admission.

Students enrolled with DDE will preferably get the study material in the form of self-learning material (SLM) and assignment either directly from DDE, Magadh University headquarter or from Study Centres as the case may be.

“At present the self-learning material will be supplied in Hindi language only.” The students are advised to consult their faculty at the centre and refer to text books and reference books available in the market or libraries.

(b) Audio-Visual Material Aids : The learning package contains audio and video cassettes for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The Audio Tape are run and Video Cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

(c) Students are advised to consult their study centres throughout the sessions and always be in touch with the DDE headquarter/ DDE website for day to day information, otherwise they can miss even the most important informations, date, communique and which can spoil their correct. The Directorate will not be responsible for such deed. **No individual informations will be sent to any students.**

(d) Counselling Sessions : Normally counselling sessions are held as per schedule drawn by the Study Centres, mostly held during the non-working hours of the host institutions where the study centres are located.

(e) Practical/Project Work : B.LIS Programme have practical / project components also. Practical are held at designated institutions for which time schedule will be provided by the Study Centres. Attendance at practical is compulsory. Keeping in view the flexibility as regards choice of time for study, one way is to skip practical during a year but for doing it in a subsequent year or in order to have a repeat exercise, additional fee determined by the university has to be paid. For project work,

Study Centres will provide the necessary guidance but the learner will have to manage his / her own resources.

The evaluation of learners mainly depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete the academic programme.

EXAMINATIONS

1. As far as possible, year end examination will be started before the end of the session and result will be declared approximately within 45 days after the completion of examinations.
2. For any delay due to any unavoidable reason, candidates have to bear with University for the delay and no representation or claim will be entertained on account of this.
3. Please note that all examinations are to be conducted by Magadh University under its control and supervision.

Dispute, if any

1. In case of any dispute, the decision of the Vice Chancellor or statutory bodies of Magadh University shall be final & binding on all parties.
2. For any matter the legal jurisdiction shall lie in Gaya court and / or Patna High Court only.

PROGRAMME OF STUDY

1. Duration of Course

The duration of course (BLIS Programme) shall be of one academic session of one year.

2. Delivery System

The methodology of instruction in this programme shall be different from that of conventional courses. It will be more learner-oriented and the student would be an active participant in the teaching-learning process. Most of the Instruction will be imparted through distance rather than face-to-face communication. The University will follow a multimedia approach for instruction, it comprises:

I. Printed Materials II. Audio-Visual Aids III. Counselling Session IV. Practical will include lecture-cum-discussion, counselling and practical classes as per the requirement.

3. Conduct of Examination

- (i) The students are required to appear at the University examination at the end of each academic session from the date notified by the University offer depositing the required examination fee.
- (ii) They have to appear at the assessment examination in each academic session carrying 20 marks in each subject. Assessment marks are awarded on the basis of overall performance.
- (iii) They students have to submit a project report before filling examination forms at the end of the session. The project works shall be supervised by the teachers of the department. The works based on field studies and site visits are undertaken by the students as per decision of the department council.
- (iv) The examination shall be conducted by the Magadh University which shall also finalise the date of examination, centre of examination and necessary fee for its conduct.

4. Course Curriculum

Candidate for the Bachelor's Degree in Library and Information Science (BLIS) shall be examined in eight papers carrying 100 marks each. There shall be five theoretical papers (Written Examination) (*Theory-80, Assignment-20*). Two practical papers and one Project work with Viva-voce examination. The duration of written examination shall be of three hours duration. In order to pass the examination, a candidate must obtain not less than 45% marks in (36 + 9) in aggregate, otherwise the candidate shall be deemed to have failed. The details of each paper are given below :

Paper	Course Content	Distribution of Marks			
		Theory	Assign.	TOTAL	
Paper-I	Library and Society	80	+	20	100
Paper-II	Management of Library & Information Centres	80	+	20	100
Paper-III	Library Classification (Theory)	80	+	20	100
Paper-IV	Library Cataloguing (Theory)	80	+	20	100
Paper-V	Information Science and Reference Services	80	+	20	100
Paper-VI	Library Classification (Practical)				100
Paper-VII	Library Cataloguing (Practical)				100
Paper-VIII	Project Report & Viva-Voce				100
	(i) Project Report			-	60 Marks
	(ii) Practical Observation & Tour Report			-	20 Marks
	(iii) Viva-Voce Based on (i) & (ii) of VIII th Paper			-	20 Marks

ELIGIBILITY / FEE STRUCTURE

	PROGRAMME	DURATION	ELIGIBILITY
1.	Bachelor of Library and Information Science (B.LIS)	1 year	Graduation in any discipline with 50% marks or graduate securing 2 nd Class (less than 50% marks) with 2 yrs. of experience in Library/Information Centre of State/National repute.

FEE STRUCTURE

A candidate is required to pay *the following fee at the time of admission.*

Fee	Rupees
Admission Fee	1500/-
Academic fee	6000/-
Project	1000/-
Development Fee	1000/-
Course Materials charges	2500/-

Total (Rs.) – 12000/-

Besides the above noted fee and charges, each candidate appearing in the University examination will be required to pay the prescribed examination fee.
