

# STUDENT'S HANDBOOK

2021-22



**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**

**(A Central university Established by the Central University Act, 2009)**

**KONI BILASPUR (C.G.) 495009**

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# ABOUT UNIVERSITY

Guru Ghasidas Vishwavidyalaya, is a Central University of India, located in Bilaspur C.G. State, established under Central Universities Act 2009, No. 25 of 2009. Formerly called Guru Ghasidas University (GGU), established by an Act of the State Legislative Assembly, was formally inaugurated on June 16, 1983.

GGU is an active member of the Association of Indian Universities and Association of Commonwealth Universities. Situated in a socially and economically challenged area, the university is appropriately named to honor the great Satnami Saint Guru Ghasidas (born in 17th century), who championed the cause of the downtrodden and waged a relentless struggle against all forms of social evils and injustice prevailing in the society.

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There are 32 departments under the 11 schools in the University



## ABOUT THE DEPARTMENTS

The Department of Library and Information Science, Guru Ghasidas Vishwavidyalaya was established on 27 September 1985. It is one of the oldest department of its kind in the region, providing knowledge to a broad audience of people who need it, with a motto to empower them with modern skills and competence. We aim to provide an education in a student friendly manner, so that they become motivated for the betterment of their peers and society as a whole. Up-to-date syllabus, functional library equipped with a broad collection for the relevant scientific literature, and fully equipped laboratory are among our major strengths through which we deliver and disseminate knowledge. We have developed an environment where students are becoming eager to participate in various symposia and congresses and share their views and experiences with fellow members. Through highly motivated faculties and their dedication we aim to serve as a model for our students, inculcating in them an attitude towards spreading the knowledge and giving back to the community.

### **Mission**

Our mission is to educate information professionals and those who create and consume information products to live, work, and flourish in a dynamic information society through excellence in teaching, research and creative activity, and public service. The Department is committed to applying the principles & practices of library and information science towards the betterment of the individual, communities and society.

We provide quality education to meet student needs regardless of where the student may live. Instruction is of high quality and accommodates individual needs. All students receive thoughtful advice about career planning and placement to insure that their educational experience is relevant and forward-looking.

### **Objectives**

- Providing quality education to meet student needs regardless of where the student may live.
- Educating highly competent, ethical librarians and other information professionals.
- Exploring and integrating innovative technology to enrich teaching, foster scholarship and advance professional practice.
- Advancing the frontiers of knowledge and practice in LIS.
- Serving the field, the community, the region and the world.
- Generating skilled manpower for organizing, disseminating, managing and preserving information
- Use of information technologies and articulate the role of information technology in facilitating information management.

#### Area of Specialization

- Knowledge Organization, Webometrics, Information Retrieval, Open Content Evaluation, Knowledge Management, Information Use and Services. Information Seeking Behaviour, Digital Library

### **Students Enrichment Programmes**

- Regular Coaching for UGC-NET.
- Alerting services for students about useful websites, new developments in the subject time to time.
- e-Learning to the students for accessing various databases like Emerald Journals, EBSCO, Science Direct, Indian Citation Index.
- Conducting Seminars / Remedial Coaching for improving the subject skill.
- Weekly English Coaching Classes for needy students.
- 24X7 facility for students to contact Teachers for academic pursuit

# **FACILITIES FOR STUDENTS**

## **Hostel Facilities**

- Four hostels, three for boys and one for girls separately, provide accommodation to 800 approx boys and 430 girls. Two more girls Hostels of capacity 200 will be available very soon for allotment. Vishwavidyalaya faculty member as Warden supervises each hostel. Admission in hostels is based on merit as per university rules and the students will be required to apply in the prescribed application form.

## **Fee / Hostel charges**

- For admission in Girl's Hostel and Swami Vivekanand Boy's Hostel
- Hostel Fee Rs. 8750.00 (Rs. 6750.00 Yearly + Rs. 2000.00 Refundable Hostel Caution Money) to be deposited in the University General Account
  - Mess Fees Rs. 12070.00 (Rs. 8070.00 Mess Charges for three months + Rs. 4000.00 Refundable Caution Money) to be deposited in the Hostel Mess Account.

## **For Admission in New Hostels**

- Hostel Fee Rs. 12000.00 (Rs. 10000.00 Yearly + Rs. 2000.00 Refundable Hostel Caution Money) to be deposited in the University General Account
- Mess Fees Rs. 12070.00 (Rs. 8070.00 Mess Charges for three months + Rs. 4000.00 Refundable Caution Money) to be deposited in the Hostel Mess Account.

### **1. Health Centre**

- Health facilities are available for students and residents of the campus under the able guidance of a Medical Officer and other visiting specialist, as per needs.
- Specialist from CIMS also visit the health center in the campus from time to time for specialized checkup & advice.

### **2. Student Creativity Centre**

- University has developed Student Creativity Centre in which various types of facilities including indoor games such as table tennis, Chess etc are available.
- The centre is run and maintained by the constituted student council under the supervision of Dean, Students welfare.

### **3. Well developed Library**

### **4. Cafeteria**

- New Cafeteria Building with G+1 floor was constructed with grant-in-aid from UGC XI plan.
- The Cafeteria remains open on all working days from 8.00 a.m. to 7.00 p.m.

### **5. Auditorium**

### **6. Gymnasium**

### **7. Sports Centre**

### **8. Udaan-The Official Student Magazine**

### **9. Ragging free Environment**

## **UGC Guidelines on Safety of Students on and off Campuses of Higher Educational**

- HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution
- Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiraling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.
- On-campus medical facilities should be made available to student.

## Code of Conduct for Students

The students are admitted to Guru Ghasidas Vishwavidalaya to achieve excellence and shape their character to become responsible citizens. They must realize their responsibility towards the Vishwavidalaya and to its components like faculty, staff and fellow students. Failure to maintain a good standard of conduct shall result in disciplinary action.

**Attendance: 75% attendance is compulsory in each subject**

**MISCONDUCT:** Any of the following activities (but not limited to these only) will be treated as misconduct

- Disruption of teaching activities or disturbing the learning process of other students on the campus.
- Any act on the part of the students, which disrupts functioning of the university, endangers health and safety of campus residents and damages Vishwavidalaya properties.
- Cheating in examination and supplying of false documents / information in order to seek any consideration / favour from the University.
- Possession or consumption of intoxicating beverages on the campus.
- Failure to return back loaned material, settle University dues.
- Possession of weapons.
- Use of unparliamentarily language while in conversation with Vishwavidyalaya Staff and fellow students.

### **DISCIPLINARY ACTION**

- A warning by the authorities.
- Suspension from a particular class.
- Suspension / expulsion from the University. Suspension of campus privileges e.g. hostel, accommodation etc.
- Withholding of examination result or withdrawal of awarded diploma / degree certificate.
- Any other disciplinary action deemed appropriate by the University authorities.

## **PROGRAMS OFFERED**

<b>NAME OF PROGRAMME</b>	<b>SEATS</b>
<b>B.LIB.I.SC.</b>	<b>75</b>
<b>M.LIB.I.SC.</b>	<b>62</b>
<b>PH.D</b>	<b>WILL BE DECLARED SEPARATLY</b>

### **NOTE :**

- B.Lib. & Inf. Sc. Department of Library & Information Science 02 Semester, Min. 50% aggregate at Graduation or Post Graduation from any recognized university/institution. Max. age limit: 25 years
- Master of Library & Information Science. Department of Library & Information Science 02 Semester, B. Lib. & Inf. Sc. with 50% marks or equivalent from any recognized university / institution. Max. age limit: 27 years

## **FACULTY(STAFF) DETAILS**

<b>S.N.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>CONTACT NO.</b>
<b>1</b>	<b>DR. BRAJESH TIWARI</b>	<b>HEAD &amp; ASSOCIATE PROFESSOR</b>	<b>MO.-9425227690 EMAIL : brajeshtiwari65@gmail.com</b>
<b>2</b>	<b>MR. RAJNIKANT DONGRE</b>	<b>ASSISTANT PROFESSOR</b>	<b>MO.-7879942536 EMAIL : rajnikantdongre50@gmail.com</b>
<b>3</b>	<b>MR. MONU CHANDRA</b>	<b>ASSISTANT PROFESSOR</b>	<b>MO.-7000262287 EMAIL : monuchandra100@gmail.com</b>
<b>4</b>	<b>MISS. SHRADHA TAMBOLI</b>	<b>ASSISTANT PROFESSOR</b>	<b>MO.-9399003317 EMAIL : shradhatamboli714@gmail.com</b>
<b>5</b>	<b>MR. SUNIL PATHAK</b>	<b>OFFICE ASSISTANT</b>	<b>MO.-7999753448 EMAIL : sunilpathak969@gmail.com</b>
<b>6</b>	<b>MR. OMPRAKASH YADAV</b>	<b>MTS</b>	<b>MO.- 9685066618</b>



## **EXAMINATION AND EVALUATION**

1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the evaluation. The evaluation of students admitted in any of these Programmes shall be based on  
(a) End Semester Examinations, and (b) Continuous Internal Assessment.
2. Out of the total marks, 70% shall be allotted for the end semester examinations and 30% shall be allotted to continuous internal assessments during the semester.  
The scheme of internal assessment shall be as :- There will be two compulsory internal exams of 15 marks each. If a student fails to give internal exam because of some emergencies / unforeseen situations, the Dean of the School may permit the student to appear in the special internal exam on the satisfaction of the reason mentioned by the student for not appearing in the regular internal exam.
3. The end semester examinations will be held on such dates as may be notified by the appropriate authority of the University.
4. The minimum percentage of marks to pass the courses in each semester shall be 40% in each paper (course).
5. All Programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme as given in table-1 which a student if obtains is eligible for the award of degree.

## **STRENGTH OF STUDENTS IN THE DEPARTMENT, 2021-22**

<b>S.N.</b>	<b>CLASS</b>	<b>NO. OF STUDENTS</b>
1	B.LIB.I.SC.	45
2	M.LIB.I.SC	50
3	PH.D	04

## **SYLLABUS : 2021-22**

1. LINK FOR SYLLABUS OF B.LIB.I.SC. :

[https://ggu.ac.in/Admin/Files/DeptCourse/01132022120316\\_B LIS%20syllabus.pdf](https://ggu.ac.in/Admin/Files/DeptCourse/01132022120316_B LIS%20syllabus.pdf)

2. LINK FOR SYLLABUS OF M.LIB.I.SC :

[https://ggu.ac.in/Admin/Files/DeptCourse/01132022121033\\_M LIS-Syllabus.pdf](https://ggu.ac.in/Admin/Files/DeptCourse/01132022121033_M LIS-Syllabus.pdf)

3. LINK FOR SYLLABUS OF PH.D

[https://ggu.ac.in/Admin/Files/DeptCourse/01132022121519\\_Pre%20Ph%20D%20course%20work%20syllabus.pdf](https://ggu.ac.in/Admin/Files/DeptCourse/01132022121519_Pre%20Ph%20D%20course%20work%20syllabus.pdf)

## **USEFULL LINK FOR STUDENTS**

1. LINK OF E-PG PATHSALA

<https://epgp.inflibnet.ac.in/>

2. LINK OF EGYANKOSH

<https://egyankosh.ac.in/>

3. LINK OF LIS QUIZ

<https://www.lisquiz.com/>

4. LINK FOR LIS PORTAL

<https://lisportal.com/index.php/en/>

5. LINK FOR LISLINK

<http://www.lislinks.com/>

6. LINK OF DIGITAL NATIONAL LIBRARY

<https://ndl.iitkgp.ac.in/>

7. LINK OF NATIONAL LIBRARY OF INDIA

[National Library](#)

8. LINK OF ENROLLMENT FORM FOR THIS UNIVERSITY

[https://www.ggu.ac.in/Admin/Files/Document/12012021113020\\_Enrollment%20form%2030.11.21.pdf](https://www.ggu.ac.in/Admin/Files/Document/12012021113020_Enrollment%20form%2030.11.21.pdf)

9. LINK OF TRANSFER CERTIFICATE

[https://www.ggu.ac.in/Admin/Files/Document/10182021014519\\_APPLICATION%20FORM%20FOR%20C%20%20and%20NOC\\_18.10.21.pdf](https://www.ggu.ac.in/Admin/Files/Document/10182021014519_APPLICATION%20FORM%20FOR%20C%20%20and%20NOC_18.10.21.pdf)

10. LINK OF APPLICATION FOR ID CARD

[https://www.ggu.ac.in/Admin/Files/Document/08262021021027\\_Identity%20Cards07.06.16.pdf](https://www.ggu.ac.in/Admin/Files/Document/08262021021027_Identity%20Cards07.06.16.pdf)

11. LINK OF MIGRATION CERTIFICATE FORM

[https://www.ggu.ac.in/Admin/Files/Document/10182021014557\\_APPLICATION%20FORM%20FOR%20MIGRATION%20CERTIFICATE\\_18.10.21.pdf](https://www.ggu.ac.in/Admin/Files/Document/10182021014557_APPLICATION%20FORM%20FOR%20MIGRATION%20CERTIFICATE_18.10.21.pdf)

12. LINK FOR DEGRE FORM

[https://www.ggu.ac.in/Admin/Files/Document/10052021120055\\_Degrre\\_Application\\_Form%2005.10.21.pdf](https://www.ggu.ac.in/Admin/Files/Document/10052021120055_Degrre_Application_Form%2005.10.21.pdf)



**MELVIL DEWEY**  
1851-1931



**DR. S.R. RANGANATHAN**  
1892-1972  
(FATHER OF LIBRARY SCIENCE IN INDIA)



## DEPARTMENTAL ACTIVITIES





**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**

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