

PROSPECTUS

1. Master of Library & Information Science (MLISc)
2. Bachelor of Library & Information Science (BLISc)
3. P.G. Diploma in Marketing Management (PGDMM)
4. P.G. Diploma in Business Finance (PGDBF)
5. P.G. Diploma in Environmental Studies (PGDES)
6. P.G. Diploma in Women's Studies (PGDWS)
7. P.G. Diploma in Human Rights (PGDHR)
8. P.G. Diploma in Writing for Mass Media in Telugu (PGDWMMT)
9. P.G. Diploma in Culture and Heritage Tourism (PGDCHT)
10. Certificate Programme in NGO Management (CPNGOM)
11. Certificate Programme in Early Childhood Care and Education (CECE)
12. Certificate Programme in Literacy and Community Development (CPLCD)
13. Certificate Programme in Food and Nutrition (CPFN)



**EDUCATION AT YOUR DOORSTEP
2016**

Dr. B.R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg, Road No:46, Jubilee Hills, Hyderabad-500 033, Telangana, India

IMPORTANT NOTES

1. Candidates should note that contrary to the earlier practice, the University has introduced On-line Admission System from the academic year 2013-14. The University will not supply Application Form in physical format, instead, the candidate has to visit BRAOU portal (www.braouonline.in) to access the Application Form for online registration.
2. The print out of filled-in Application Form along with copies of certificates shall be submitted in the study centre where he / she wishes to seek admission.
3. The information furnished and certificates submitted as proof of qualification, date of birth, caste etc., are final and which cannot be changed till the student is graduated from the university. Finally, this information will also appear in the certificates to be issued by the University. **The women candidates, even after their marriage, shall write their surname and father's name as shown in their SSC memo or school TC or affidavit. In no case they shall write either the surname of husband or the name of husband.**
4. Candidates shall make all their payments either through TS / AP Online Centre or through Debit Card or Credit Card. **No payment shall be made in cash to any person in any study centre. University is not responsible for any such transactions.**
5. No changes will be EFFECTED in the certificates with regard to caste and date of birth either during the programme or after completion of the programme.
6. The University has set up a **Help Desk** at the headquarters to provide guidance to the students. Therefore, the students are advised to get full details of admission either through Help Desk or through the concerned Study Centre. The following are the numbers of Help Desk.

HELP DESK NUMBERS FOR ADVISE AND GUIDANCE

738 29 29 570

738 29 29 580

738 29 29 590

738 29 29 600

CONTENTS

I	THE UNIVERSITY	1
II	INSTITUTIONAL MISSION AND MANDATE	1
III	ADMISSION REQUIREMENTS	1
	1. Master of Library & Information Science (MLISc)	1
	2. Bachelor of Library & Information Science (BLISc)	4
IV	PGDMM, PGDBF, PGDES, PGDWS, PGDHR, PGDWMMT, PGDCHT	6
	1. P.G. Diploma in Marketing Management (PGDMM)	8
	2. P.G. Diploma in Business Finance (PGDBF)	9
	3. P.G. Diploma in Environmental Studies (PGDES)	9
	4. P.G. Diploma in Women's Studies (PGDWS)	10
	5. P.G. Diploma in Human Rights (PGDHR)	11
	6. P.G. Diploma in Writing for Mass Media in Telugu (PGDWMMT)	11
	7. P.G. Diploma in Culture and Heritage Tourism (PGDCHT)	12
V	Certificate Programme in NGO Management (CPNGOM)	13
VI	Certificate Programme in Early Childhood Care and Education (CECE)	33
VII	Certificate Programme in Literacy and Community Development (CPLCD)	36
VIII	Certificate Programme in Food and Nutrition (CPFN)	40
IX	GENERAL INFORMATION	42
X	How to fill Online Registration Form	43
XI	Enclosures	46
	ANNEXURE - I: TUITION FEE PARTICULARS	51
	ANNEXURE - II: GENERAL ENQUIRY	52
	SERVICE CERTIFICATE	53
	MODEL REGISTRATION FORM	54

I. ABOUT THE UNIVERSITY

Dr. B.R. Ambedkar Open University, formerly known as Andhra Pradesh Open University, is the first Open University in India established by an Act of State Legislature in 1982 in Andhra Pradesh representing a unique system of Open Learning. The University serves the objective of democratisation of higher education and the ideals of continuing education. Without any restrictions of age, gender and occupation, the University extends educational opportunities to the people in all walks of life. The University offers the Certificate, Diploma, Degree and Postgraduate programmes through distance mode. All the programmes are recognised by UGC and Distance Education Bureau (DEB).

II. INSTITUTIONAL MISSION AND MANDATE

- a) To provide educational opportunities to those who could not take advantage of conventional institutions of higher learning.
- b) To provide equality of educational opportunities for higher education of large segments of the population, including those in employment, women (including housewives) and adults who wish to upgrade their education or acquire knowledge in various fields through distance education.
- c) To provide flexibility with regard to eligibility for enrolment, age of entry, choice of courses, methods of learning, conduct of examinations and operation of the programmes.
- d) To complement the programmes of the existing universities in the states of TS & AP in the field of higher learning, so as to maintain the highest standards on par with those of the best universities in the country.
- e) To promote integration within the state through its policies and programmes.
- f) To offer degree courses and non-degree certificate courses for the benefit of the working population in various fields and for the benefit those who wish to enrich their lives by studying subjects of culture and aesthetic value.
- g) To make provision for research and for advancement and dissemination of knowledge.
- h) To serve as a source of continuing education, consultancy and to provide equal access to knowledge and higher education.

III. ADMISSION REQUIREMENTS

1. MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc) (ENGLISH MEDIUM)

In order to meet the increasing demand for postgraduate studies in Library and Information Science, the Department of Library and Information Science of Dr. B.R. Ambedkar Open University started the M.L.I.Sc. Programme in the academic year 1998-99. The Programme is open to both in-service as well as fresh candidates, who have qualified with a BLISc degree and those who have a strong desire to upgrade their professional skills in the field. The Programme is designed to provide Library and Information Science education with special emphasis on the techniques of information handling and information management with the use of information technology.

The aims of the M.L.I.Sc. Programme are:

- To prepare and equip the candidates with professional skills in the management of libraries.

- To train candidates to assume managerial levels in the libraries and information centres of various organisations.

The objectives of M.L.I.Sc. Programme:

- To acquaint the student with the role of information in society;
- To give the students an understanding of the application of modern management ideas and techniques in the management of information systems and centres;
- To familiarize the students with various information systems and programmes at national, regional and international levels;
- To impart training in various methods of information handling (i.e. processing, organization and retrieval);
- To provide the students the basic theoretical and practical knowledge of the application of information technology to libraries and information centres;
- To acquaint the students with various research methods and their use in library and information science;
- To provide the students an area of specialisation in any of the areas of public, academic, special or digital libraries.

THE CURRICULUM

The Programme includes six core courses, one Elective Course (to be chosen from Four electives 7A,7B,7C;7D offered) and Computer Practicals.

The Programme consists of the following Courses

Core Courses

MLS-01	:	Information, Communication and Society	100 Marks
MLS-02	:	Management of Information Systems and Centres	100 Marks
MLS-03	:	Information Processing and Retrieval	100 Marks
MLS-04	:	Information Systems and Programmes	100 Marks
MLS-05	:	Application of Information Technology	100 Marks
MLS-06	:	Research Methodology	100 Marks
MLS-07	:	ELECTIVE (Any ONE has to be chosen);	100 Marks
		7A Academic Libraries	
		7B Special Libraries	
		7C Public Libraries	
		7D Digital Libraries	
MLS-08	:	Computer Practicals	100 Marks

Note:

- The **MLISc** Programme's academic counselling for an elective course is offered through the study centre subject to a minimum prescribed number of eligible candidates registered for that course at that study centre.

- ii) For students of MLISc, the attendance at Winter/Summer schools (intensive contact programme) and Computer Practicals is compulsory.

DURATION AND MEDIUM OF INSTRUCTION

The duration of the programme is one academic year. The maximum period for completion of programme is three academic years. The maximum period allowed to the candidate ceases with the supplementary examination of the last year of the period i.e at the end of the 3 (three) academic years. If the University for any reason does not conduct the supplementary examination of the last year, the maximum period allowed to the student ceases with the annual examination of that year. The medium of the instruction is English and Examination will be in English only.

STUDY CENTRES

The programme shall be offered through five study centres of the University located at Hyderabad, Warangal, Visakhapatnam, Tirupathi and Vijayawada.

Sl.No.	Location of RCC	Cell Number	Study Centre Code No.
01	S.V.Arts & Science College, Tirupati - 517 502. Ph. No.0877-2249607	7382929617	017
02	P.B. Siddhartha College, Vijayawada - 520 010. Ph. No.0866-2473808	7382929618	018
03	Dr. V.S. Krishna Govt. Degree College, Visakhapatnam - 530 003. Ph. No.0891-2536673	7382929619	019
04	University College of Arts & Science, Subedari, Hanamkonda, Warangal - 506 001. Ph. No.0870-2511862	7382929621	021
05	Post Graduate College (Osmania University), Paradise X Roads, Secunderabad. - 500 003. Ph: 040-27903886	7382929623	023

ADMISSION PROCEDURE

Admission into the M.L.I.Sc. Programme is open to all citizens of India who satisfy the following conditions:

The minimum qualifications for admission into MLISc shall be:

- i) BLISc Degree from any recognised University; and
- ii) The minimum qualifying marks shall be 40 percent marks secured in BLISc for all candidates and 35 percent pass marks for Scheduled Caste and Scheduled Tribe candidates.

The method of selection of candidates for admission shall be based on the order of merit in the marks secured in BLISc for all categories. Government rules and regulations pertaining to reservation of seats in Universities shall be followed.

Fifty percent of the seats in each study centre shall be allotted to BLISc degree holders working in recognised libraries with a minimum one year experience in the regular post.(Format of Service Certificate is given on Page No: 53).

RECOGNISED LIBRARIES

- a) **Academic Libraries** : Libraries of Universities, Degree and recognised Junior Colleges and High Schools ;
 - b) **Special Libraries** : Libraries of Research and Training Institutions, Libraries attached to Industrial Undertakings (of the State and Central Governments and Joint Sectors) and Libraries attached to Industrial Undertakings in the Private Sector recognised as Public Limited Companies.
 - c) **Public Libraries** : Libraries established by an Act of the State Government.
 - d) **School Libraries** : Libraries in recognised High Schools.
 - e) **Private Libraries** : Recognised/aided by Government (RC No. must be provided).
2. **BACHELOR'S DEGREE IN LIBRARY AND INFORMATION SCIENCE (BLISc) (ENGLISH & TELUGU MEDIUM)**

The main objectives of the BLISc Programme are

1. To prepare and equip the students with the necessary professional skills in the management of libraries and information centres;
2. To give the students an understanding of the role of libraries and information centres in the society;
3. To expose the students to various reference and information sources and familiarise them with their functions;
4. To impart training in the organization of documentary sources in libraries and information centres, especially in the practical use of classification schemes and catalogue codes;
5. To train the students in the techniques of documentation and information services; and
6. To expose the students to the basics of information technology

An applicant seeking admission into the Bachelor of Library and Information Science (BLISc) must be a Graduate of a recognised university. The following is the admission procedure in order of preference :

- a) Graduates Working in a recognised library with a minimum of one year experience in a regular or substantial post of the rank of a Record Assistant or above;
- b) Graduates with Diploma or Certificate in Library Science from Government recognised institutions;
- c) Professional graduates (Law, Pharmacy, Engineering) and
- d) Graduates with 50% aggregate marks.

Sl. No.	Courses	Max. Marks
1.	Library and Society	100
2.	Management of Library and Information Centres	100
3.	Library Classification Theory	100
4.	Library Cataloguing Theory	100
5.	Information Sources & Services	100
6.	Information Technology Basics	100
7.	Library Classification Practice	100
8.	Library Cataloguing Practice	100

Important Note

- i) Academic counselling / contact classes are offered subject to the minimum number of students admitted into the programme at that centre.
- ii) For students of BLISc, the attendance at Winter/Summer schools (intensive contact programme) and Computer Practicals is compulsory.

Admission is given to a batch of 60 candidates at a study centre (2 batches at Hyderabad)

In case the number of eligible candidates exceeds the number of seats available in the above order of preference, the order of merit and rules of reservation are followed.

Candidates seeking admission under in-service category must submit a service certificate in the format specified. (Page No: 53).

The recognised libraries are :

- a) **Academic Libraries** : Libraries of Universities, Degree/Junior Colleges and School libraries (Libraries of Govt. recognised High Schools only).
- b) **Special Libraries** : Libraries of Research and Training institutions, Libraries attached to Industrial undertakings (of the State and Central Government and Joint sector); and Libraries attached to Industrial Undertakings in private sector recognised as Public Limited companies.
- c) **Public Libraries** : Libraries established by an Act of the State Govt.
- d) **Private Libraries** : Recognised / aided by Government (RC No. must be provided).

IV. P.G. Diploma Programme in Marketing Management (PGDMM) (English Medium) / P.G. Diploma in Business Finance (PGDBF) (English Medium) / P.G. Diploma in Environmental Studies (PGDES) (English Medium) / P.G. Diploma in Women's Studies (PGDWS) (English Medium) / P.G. Diploma in Human Rights (PGDHR) (Telugu Medium) and P.G. Diploma in Culture & Heritage Tourism (PGDCHT) (English Medium).

Admission into the one year P.G. Diplomas is open to all citizens of India who hold a Bachelor's Degree in any discipline from an Indian University recognised by the UGC.

Admission Rules

1. The maximum number of seats at a Study Centre is limited to 60 per batch.
2. Admission will be made on a Study Centre basis in the category as claimed by the applicant and according to percentage of marks secured by them in the qualifying examination.
3. In case any seats under a category are not filled at a study centre, such seats shall be filled from among the applicants in the qualifying examination (i.e., Graduation).
4. Government rules and regulations pertaining to reservation of seats for SC / ST & BC categories etc. shall be applicable for making admissions.
5. If the minimum number of eligible candidates (ie., 10) are not registered at a study centre, for that academic year and such candidates will be given admission at a nearby study centre where 10 or more than 10 candidates are registered for admission.
6. The minimum period for completion of the programme is one year. The student may however, take up to three years to complete the P.G. Diploma Programme.

A. INSTRUCTIONAL METHODOLOGY

The University imparts instruction through a variety of modes. Upon enrolment, the learner is sent printed course material specially prepared for self-study. Regular broadcast of radio lessons over All India Radio, Hyderabad - A is another means of disseminating education to students in remote areas. The University also regularly telecasts video lessons through Doordarshan Yadagiri and Saphthagiri Channels from Monday to Friday and organises Teleconferencing sessions on Sunday between 2 and 3 p.m. In addition to the above strategies, Audio Tapes and Video Tapes covering various aspects of the subject of study are made available to the students through the Study Centre for replay and discussion. Library facilities including text books and reference books are also available at the study centres.

Further, at the Study Centre, the students receive assistance from experienced Counsellors to resolve their problems in the study of the subject. The head of each Study Centre designated as Joint Director/ Deputy Director/ Assistant Director or Co-ordinator serves as a link between the University, the counsellors and the students.

Every student admitted to a programme is attached to a Study Centre according to his/her convenience. While the student's choice will be given weightage, the University reserves the right of allotment to any other centre on administrative or other reasons.

The student is given assignments to help him/her to monitor his/her progress through the programme. There are set dates for the completion of assignments. Assignments are compulsory and carry 30% weightage in each course.