Regulation for the Admission into
Postgraduate Diploma in Library Automation and Networking (PGDLAN)
2020-21
School of Library & Information Science

Course Offered

The university offers Postgraduate Diploma in Library Automation and Networking (PGDLAN) course from the academic session 2020-21 in self- financing mode.

General Information of the course Postgraduate Diploma in Library Automation and Networking (PGDLAN)

S. No	Total Seat	Course Fee
1	16	12000/-

Eligibility- Any Graduate with 45% marks, but preference will be given to BLIS OR MLIS students.

Note: In the case of MLIS (2years/4semester) course, First year (2 semesters) may be treated as equivalent to BLIS.

Selection Criteria:
The admission to PGDLAN course shall be based on merit. The merit of the candidate shall be determined on the basis of marks secured in the +3/ equivalent examination and additional 5/8 marks will be added for BLIS/MLIS degree while calculating the career marks.

Reservation of seats shall be made as per reservation policy of Govt. of Odisha.

Application Fee: Cost of application fee is Rs.500/-per candidate. (GEN/OBC/ST/SC/PHC)

Course Fee: Semester I: Rs.8000/- (It should be taken at the time of admission)
Semester II: Rs.4000/-

- The fee will be same for all candidates (GEN/OBC/ST/SC/PHC)
- Fee once paid shall not be refunded.
- No hostel accommodation will be provided to the students of PGDLAN program

Attendance Requirement:
Students are required to attend all lectures, tutorials and practical classes arrange for them. A student shall be deemed to be have pursued a regular course of study that he/she has attended at

least 75% of the classes held and fulfilled other course requirement such as class test/continuous assessment test/sessional tests, assignments as prescribed by the school of Library and Information Science.

Students who do not fulfill the attendance requirement will not be eligible to appear for the semester –end /final exam.

Relaxation of Attendance Requirement in Special Cases:
The attendance requirement of 75% may be relaxed by 15% for those who participated in extra-curricular activities with the prior permission of the authorities concerned.

The attendance requirement of 75% may be relaxed by 15% on medical grounds. The attendance requirement will not in any case be relaxed below 60%.

Programme /Course of Study, Syllabus and Examination Pattern:
The syllabus and pattern of examination for PGDLAN course as follows;

This is the one year programme which will be divided into two semesters each of six months duration .The details of the titles of the papers, credit hours, division of marks etc of all papers of all semester is given below..

Each theory paper will be of 100 marks out of which 80 shall be allocated for end term semester examination and 20 marks for Midterm examination and each practical paper will be of 100 marks. The details of outline of the course is given below

Outline of the Course Structure:

Paper	Mid Term Exam	End Term Exam	Total	Exam Hour	Credit
SEM-I					
LAN 101	20 marks	80	100	3	4
LAN 102	20 marks	80	100	3	4
LAN 103 Computer Practical	0	100	100	6	4
SEM-II					
LAN 201	20 marks	80	100	3	4
LAN 202	20 marks	80	100	3	4
LAN 203 Computer Practical	0	100	100	6	4
Theory-4 Practical-2	**80**	**520**	**600**	**24**	**24**

Medium of Instruction: English

Medium of Examination: English

Grading System:
- First Division with distinction- 75% and above
- First Division- 60% and above but less than 75%
- Second Division- 45% and above but less than 60%
- Third Division- 40% and above but less than 45%

EVALUATION SCHEME

A letter grade scheme shall generally be followed for the entire program. The following 10-points grading scale shall be followed.

AWARD OF GRADE

The grade awarded to the students in any particular course / paper shall be based on his /her performance in the entire test conducted in a semester for the course /paper. The percentage of marks secured by the students in a particular course / paper shall be converted to a grade and grade point for that course / paper in the manner specified in the following table after conversion in to 100 marks.

GRADE POINT TABLE

% of Marks	Grade	Grade Letter	Grade Point
>=90-100	Outstanding	O	10.0
>=80-<90	Excellent	A^+	9.0
>=70-<80	Very good	A	8.0
>=60-<70	Good	B^+	7.0
>=50-<60	Above average	B	6.0
>=40->50	Average	C	5.0
>=30-<40	Pass	P	4.0
<30	Fail	F	0.0
	Absent	S	0.0
	Malpractice	M	0.0

N. B: Grade 'P' (30% marks) shall be the pass grade in a paper.

Promotion to the next semester

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In the case of promotion to the second semester a student must have secure at least a "P" grade in each of the individual courses in the first semester.

However, a student who is not able to take the semester-end examination of the first semester owing to accident/medical reason /other untoward incidents will be allowed to continue in the second semester, provided he/she shall appear a make-up examination within 30 days from the commencement of the second semester in order to obtain a regular grade. Further, he/she fulfils the attendance and continuous evaluation requirements of the programme.

In order to avail of this facility, he/she must apply within one week after the said examination to the concerned authority and pay the fees due thereof.

RESULTS:

In order to clear a semester examination a candidate is required to pass credit course/paper of that semester with a minimum of Grade point 4.0 in that course/paper with Grade 'P' (30% of marks) in continuous assessment and semester end examination taken together and minimum semester grade point average (SGPA) of 4.0, failing which the candidate will be marked as 'F' in that course/paper with Grade point of 0.0 (below 30 marks) irrespective of the mark secured in that course/paper.

A candidate obtaining Grade 'F' shall be considered as fail and will be required to reappear the course(s)/ papers as back paper. The back paper examination shall be held with the normal end semester examination and students with backlogs shall clear their backlog course(s)/ paper(s) along with regular students of lower semesters in the subsequent year within a period of 02 years from the date of admission.

COMPUTATION OF SGPA and CGPA

The UGC recommends the following procedure to compute the semester Grade point average (SGPA) and Cumulative Grade Point Average (SGPA).

i. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the course taken by a student and the sum of the number of credits of all the course undergone, I,. e. SGPA $(S_i) = \sum(C_i \times G_i) / \sum C_i$, where C_i, where is the number in the course and G_i is the grade point secured by the student in the I th course.

ii The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme i.e. CGPA $= \sum(C_i \times S_i) / \sum C_i$, where S_i is the SGPA of the Ist Semester and the total number of credits in that semester

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iii The SGPA and CGPA shall be rounded off to 2 decimal points and reported in that transcript.

In order to pass a programme, candidates must secure a minimum CGPA of 4.5. the conversion of CGPA to percentage of marks =(CGPA -0.5) x 10 . The conversion of CGPA into Grade Letter and Classification of result shall be made on the basis of percentage of marks in the manner specified in the following table.

RESULT CLASSIFICATION TABLE

CGPA/OGPA	GRADE LETTER	GRADE	% of Marks after conversion	Classification of Result
>=9.5	O	Outstanding	>= 90	First Class
>=8.5 -<9.5	A+	Excellent	>=80 -<90	First Class
>=7.5 -< 8.5	A	Very good	>=70-<80	First Class
>=6.5 -< 7.5	B+	Good	>=60-<70	First Class
>=5.5 -< 6.5	B	Above average	>=50-<60	Second Class
>=5.0 -< 5.5	C	Average	>=45-<50	Second Class
>=4.5 -< 5.0	P	Pass	>= 40-<45	Third Class
Below 4.5	F	Fail	< 40	Fail

Issue of Grade Sheet, Provisional Certificate, Award of Degree:
After the publication of the results of semester examination , the Controller of Examination shall issue the grade sheet of each semester as per prescribed format and provisional certificate cum grade sheet after the final semester examination as per prescribed format to the candidate against a prescribed fee collected at the time of admission./filling of form. A degree certificate under the

official seal of the university and signed by the Vice-Chancellor as per prescribed format shall be issued to all the successful students of a particular course on submission of application and fee as prescribed.

Rules of discipline and proper conduct of students:

The rules listed here shall apply to all students of the university.

Category of misconduct and Indiscipline:

- All acts of violence and form of coercion such as gheraos, dharna which disrupt the normal academic and administrative functioning of the university
- Ragging in any form
- Sexual harassment committing forgery, defacing/destroying books/journal of the library.
- Furnishing false certificates of false information
- Eve –teasing or disrespectful behaviour with a girl students.
- Arousing communal caste or regional feeling or disharmony among students.
- Use of abusive , defamatory, derogatory language
- Pasting of posters of objectionable nature.
- Unauthorised occupation of the hostel rooms.
- Indulging in act of gambling.
- Consuming of dangerous drugs.
- Non payment of fees and other dues.
- Refusal to obey the directions of officers of the university
- Unauthorised collection of funds from any students program
- Any other act which may be considered by the VC as an act of violation of discipline or misconduct.

Penal Measures

The competent authority may impose penal measures on any students found guilty of any of the facts of indiscipline or misconduct mentioned above.

Grievance Redressal Mechanism for all students:

- All grievances within the university will be resolved through discussion and negotiations and through a grievance Redressal mechanism. The following are some of them:
- Individual grievances may be referred to teachers in each department who will be appointed staff advisers.

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- Group grievances may be resolved within the department.
- For academic grievances of students like grade awarded in a course, students may apply in a prescribed proforma for re-addition of marks along with a requisite fee for each paper to the Controller of Examination giving reason thereof within the one month of the notification of the result.
- All grievances shall be admitted to appropriate body within reasonable time but not more than two weeks after the events at issue.
- The decision of Vice-Chancellor relating to any grievance is final and binding

Sd/-

REGISTRAR

G. M. University, Sambalpur