



বাংলাদেশ
বিশ্ববিদ্যালয় মঞ্জুরী কমিশন

University Grants Commission of Bangladesh
Agargaon, Sher-e-Bangla Nagar
Dhaka-1207



Postgraduate Diploma in Library and Information Science
Guidelines for Standard Syllabus

Introduction

Providing access to information resources that a library or information institution holds has been considered as a skilled job. Therefore, libraries require qualified staff that can provide the services that enable users to access the information resources. The guidelines for the Postgraduate Diploma in Library and Information Science has been prepared in view of helping private universities to create trained and skilled library professionals to meet the growing demand for such services.

The guidelines are applicable to: Government Approved Private Universities.

Name of the programme: Postgraduate Diploma in Library and Information Science

Duration of the programme: One full academic year, divided into two semester (six months in each semester)

Eligibility for admission: Bachelor or equivalent degree in any area/discipline from a recognized university with a minimum of 7-points (SSC to Bachelor's Degree) in grading system or a minimum of 6-points (SSC to Bachelor's Degree) in case of traditional system. Applicants must have at least CGPA 2.00 in degree level to qualify for admission.

Class attendance and participation: The practical nature of the programme requires that the students regularly attend the theory and practical classes and participate in the class discussions. A student shall be debarred from attending the final examinations if he/she fails satisfy the minimum amount of attendance required. Classes must be held on weekdays like any other regular university programme. The students shall be given marks for class attendance and participation.

Grading and degree requirements: Marks distribution and grading for all courses must follow the criteria and rules set out by the UGC of Bangladesh. All students must complete 40-credits to obtain the degree. No credit transfer from any other institutions/universities/courses will be permitted. Additionally, work experience will not be equated to any credit.

Total Marks: 1000 marks

Credits: 40 credits

Preparation of detailed syllabus:

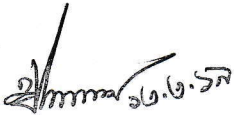
The university interested in offering the postgraduate programme is responsible for providing the detailed syllabus, but the following courses shall be included in the syllabus.

Semester- I (Six months)

1. Introduction to Library and Information Science
2. Information Sources and Services
3. Information Resources Development
4. Organization of Knowledge (Classification Theory)
5. Organization of Knowledge (Cataloguing Theory)

Semester- II (Six months)

6. Library Automation
7. Documentation and Information Retrieval
8. Management of Library and Information Institutions
9. Organization of Knowledge (Classification Practical)
10. Organization of Knowledge (Cataloguing Practical)
11. Practical Knowledge on Library in-house Operations (including library visits, internships, etc.). The students will be evaluated based on practical performance, report writing and presentation.



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