



CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (CPAS)

(Established by the Government of Kerala)

INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)

ADMISSION PROSPECTUS 2020-2021

Contact Details

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INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)

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(Established by the Government of Kerala)

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

Prospectus and application form for admission to the Bachelor of Library and Information Science (B L I Sc, 2020-'21) and Master of Library and Information Science (M.Lib.I.Sc-integrated, 2020-'22) courses conducted by the Institution under Centre for Professional and Advanced Studies.

ABOUT THE INSTITUTION

The Socioeconomic fabrics of our country have been undergoing fast changes. In order to combat the fast accelerating heterogeneous problems emerging from these changes, the social systems have been their probable solutions. Mobilisation and appropriate use of information are important tasks to everybody. Hence ensuring availability, accessibility and easy flow of information in all spheres of activities is of current relevance and top priority. However, constraints in identifying, locating, collecting, processing storing and analyzing information seekers working in different establishments need skilled help for finding their required information at the right time. Now, in our country there is a very great demand for qualified and experienced personnel well equipped in specialized areas of information handling and services. The course in the Institute of Library and Information Science are designed to develop manpower capable to manage information institutions such as libraries, information systems and information centres with modern technology-applications. The institution provides learning opportunities in concepts and technologies related to diverse areas in Library and Information Science.

HISTORY

The Institute of Library and Information Science was established at Mahatma Gandhi University as Self Financing Academic Department in the Year 1995 and started its academic programmes under the administrative cover of the School of Communication and Information Science (SCIS). But, later in April 2008 it was got delinked from the SCIS. Now the Institution functions under the Centre for Professional and Advanced Studies - CPAS (Society for Self Financing Institutions previously run by M.G University) established by the Government of Kerala as a full-fledged Institution in the Self Financing sector of CPAS, Pullarikunnu Campus.

LOCATION

The Institute of Library and Information Science (ILIS) is situated in the Pullarikkunnu Campus, Malloosery P.O. Kottayam, Pin-686041, Ph: 0481-2392490

MANAGEMENT

Centre for Professional and Advanced Studies (CPAS-Society for Self Financing Institution, Previously run by Mahatma Gandhi University)

VISION & MISSION

1. To educate the students in the Philosophy of librarianship, basic principles, fundamental laws and professional ethics.
2. To train the students in the skills of information organisation, processing and retrieval.
3. To track the student in the management of Library and Information Centres.
4. To develop the students to apply a wide range of electronic resources and techniques for effective information retrieval.

DETAILS OF THE SELF-FINANCING COURSE CONDUCTED BY INSTITUTE OF LIBRARY AND INFORMATION SCIENCE

1. Course Name : B.L.I.Sc. (Bachelor of Library and Information Science)
Total Seats : 50
Semesters : 2 Semesters (1 Year)
Tuition Fee : 12000/- per Semester
2. Course Name : M.Lib.I.Sc. Integrated (Master of Library and Information Science)
Total Seats : 30
Semesters : 4 Semesters (2 Years)
Tuition Fee : 14000/- per Semester

ELIGIBILITY FOR ADMISSION

Eligibility for the admission of B.L.I.Sc and M.Lib.I.Sc

1. 45% marks in any degree (aggregate total of all parts), SC/ST, a pass in the qualifying examination, OEC, relaxation of 5% in the qualifying examination, SEBC, relaxation

of 3 % in the qualifying examination and persons with disability, 5% marks in the qualifying examination

2. Those who possess the approved minimum qualification can apply. **Only the courses or their equivalents approved by M G University shall be reckoned as minimum qualification.**
3. Those who are awaiting the results of the qualifying examination can also apply. They shall produce the mark list on or before the dates stipulated in the schedule of admissions.
4. There is no age limit for admission.
5. Those who have qualified from Universities other than MG University should produce eligibility certificate from MG University and Migration Certificate from the parent University at the time of admission.

FEE STRUCTURE FOR B.L.I.Sc (GENERAL)

Sl.No.	Description	I Sem.	II Sem.
1	Annual Administration Fee to be remitted to MGU	1000	0
2	Students Affiliation Fee	750	0
3	Library Fee	200	0
4	Caution Deposit (Refundable)	1000	0
5	University Union Fee	50	0
6	Students Insurance Premium	23	0
7	Students Welfare Fund	30	0
8	Identity Card	50	0
9	Sports Affiliation Fee	210	0
10	Institution Development Fund	1000	0
11	Total Special Fee	4313	0
12	Tuition Fee	12000	12000
	Total	16313	12000

FEE STRUCTURE FOR SC/ST/OEC STUDENTS

Sl.No	Particulars	I Sem	II Sem
1	Admission Fee	1000	0
2	Caution Deposit (Refundable)	1000	0
	Total	2000	0

FEE STRUCTURE FOR M.Lib.I.Sc. (GENERAL)

SI No.	Description	General			
		I Sem	II Sem	III Sem	IV Sem
1	Annual Administration Fee to be remitted to MGU	2000	0	0	0
2	Students Affiliation Fee	750	0	0	0
3	Library fee	200.00	0	0	0
4	Caution Deposit (Refundable)	1000	0	0	0
5	College Union Fund	400	0	0	0
6	University Union Fee	100	0	0	0
7	Students Insurance Premium	46	0	0	0
8	Students Welfare Fund	60	0	0	0
9	Identity Card	50	0	0	0
10	Sports Affiliation Fee	420	0	0	0
11	Institution Development Fund	1000	0	0	0
12	Total Special Fee	6026	0	0	0
13	Tuition Fee	14000	14000	14000	14000
	Total	20,026	14000	14000	14000

FEE STRUCTURE FOR SC/ST/OEC STUDENTS

Sl.No.	Particulars	I Sem	II Sem	III Sem	IV Sem
1	Admission Fee	1000	0	0	0
2	Caution Deposit (Refundable)	1000	0	0	0
	Total	2000	0	0	0

HOW TO APPLY

1. Candidates applying for admission to all courses under **Institute of Library and Information Science** shall apply online and send a printout to the Head of the Department, Institute of Library and Information Science, Pullarikkunnu Campus, Malloossery P.O, Kottayam Pin-686041 on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website www.sme.edu.in or www.cpas.ac.in
3. Copy of the printout of the Application form must be retained for future reference.

4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
 - i. All supporting documents submitted should be properly filled in and signed by the competent authority and affixed office seal at specified place.
 - ii. Copies of all certificates enclosed should be self attested by the candidate.
 - iii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
 - iv. The applicant should select the course/courses which he/she desires to study while applying online.
 - v. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody for all future online activities such as payment of fees, etc.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
7. Candidates should send only one application for admission to M.Lib.I.Sc.course.
8. **Application fee:** The applicant has to remit **Rs. 500/-** as application Fee by online payment through the payment gateway. (For SC/ST candidates **Rs. 250/**).
9. **Mode of payment:** All fee payment should be through **State Bank of India**, through the link provided in the website. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction. The receipt should be attached with the application form.

SELECTION

1. Based on the qualifying examination, 50% seats through M G University CAP and 50% seats through CPAS merit.
2. All admissions shall be based on **merit ie.** solely based on the marks of the qualifying examination.
3. Only the courses or their equivalent approved by Mahatma Gandhi University shall be reckoned as eligible qualification.

4. Percentage of marks given is the minimum marks required for Part III Optional Subjects, if not otherwise mentioned.
5. Reservation, concession based on income and community will be allowed according to the rules of the Government.
6. For 50% seats other than Government merit seats, the applicants will be ranked according to the merit list prepared by CPAS and will be called for interview.
7. Admission list shall be published at the Main Office of Institute of Library and Information Science.
8. The candidates shall log on to the website using the user name and password registered at the time of applying to the courses to view their rank, to download application form and counselling memo, and for other information. The schedule shall be published in the site. Candidate should appear for the admission counselling at their own expense.
9. **If the candidate fails to appear for the admission counselling or to remit the fee in time he/she will lose the chance.**
10. All admissions will be provisional until the CPAS finalize it.
11. No rounding off of the percentage of marks to the nearest whole number is permitted.
12. The CPAS will not be responsible for delay in online communication regarding admission counselling.
13. Incomplete applications will be rejected.

RESERVATION QUOTA

1. Reservation of seats and relaxation of marks for all courses will be granted based on the Govt. /CPAS rules. The existing percentage of reservation is Ezhava/Thiyya-9%, Muslim-8%, Latin Catholic/ Anglo-Indian-3%, Other Backward Christian including SIUC and converts to Christianity from SC-1%, Other Backward Hindus-3%, SC-8%, ST-2%, the ward of Ex-service men-2%, Handicapped-3%. Viswakarma and related communities (VK) 2%, Dheevara and related communities (DV) 2%, Kusavan and related communities (KN) 1%, Kudumbi 1%, and Economically Weaker Sections (EWS)-10%. Reservation to NCC/NSS candidates will be done according to Govt. rules
2. Those who seek admission to the seats that fall under the reserved category shall produce the relevant certificates from the competent authority. In order to prove concession based on caste and financial status, the certificates should be from a Revenue Officer not below the rank of a Tahasildar or Village Officer.

SCHEDULE OF FEE REMITTANCE

Fee for the first semester/half year of all the courses are to be remitted at the time of admission. For all subsequent semesters/half years, fee should be remitted without fine within the tenth working day of the month of January for the II, IV semesters/half years and the tenth working day of June for the III semester/half year; and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cut off date mentioned by CPAS.

Fee once remitted shall not be refunded under any circumstances. However, the amount shall be refunded to those who discontinue after getting admission, but before the closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining years of study as liquidated damages as per Rules in force. To those who get admission under Government quota, Government rules will be applicable in this regard.

How to remit the fees

All fee payment should be through online method for which link shall be provided. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

Dates to remember:

i) **Last date to apply online and receive the printouts of course under ILIS**

Sl.No	Courses	Apply Online	Receive print out at the college
1	B.L.I.Sc		
2	M.Lib.I.Sc.		

Place: Gandhinagar

DIRECTOR

Date: