

ALLAMA IQBAL OPEN UNIVERSITY

Allama Iqbal Open University, a mega university was established in 1974 under an Act of Parliament. The main campus of the university is situated in sector H-8, Islamabad. It was the second open university of the world and the first of its kind in Asia and Africa. The aim of establishing AIOU was to provide affordable and accessible education through distance learning at the door-steps to those people who could not continue their education journey through formal system of education. The University (AIOU) operates on semester system and admits students in Autumn and Spring semesters. Under graduate admissions are offered in both the semesters where-as post graduates are offered once a year. The enrolled students are given course books specially prepared by the university on self-instructional principles. However, at post graduate level reprints of foreign books alongwith allied material and university prepared study guides help students to polish their skills.

At present, the AIOU is offering programmes from Matric to PhD level in diverse disciplines comprised of four faculties. The university has established study centres across the country where distance education students are provided necessary guidance by their respective tutors. Moreover, the university has established full-time study centres wherein the students of MBA (IT), MBA (Banking and Finance), MBA (Marketing), MBA (HRM), BS (CS), MSc/BS Chemistry, MSc/BS Microbiology etc. are being provided instruction, guidance and counselling through face-to-face education. AIOU is also offering four years under-graduate degrees.

Apart from curricular and extra-curricular activities during the academic year, the AIOU and its regional centres actively participate in the co-curricular activities by arranging educational and literary seminars, workshops and conferences, attended not only by the students and faculties of the university but also by the renowned dignitaries and scholars. For the science students and the research scholars, a science complex has been built where they use the latest equipment of international standard for experiments and research. To meet the present day challenges, internet facility is also available in the student hostel and the Central Library where computers have been provided to enable students to access latest information available through open source databases.

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

First established in 1981 with five departments, the Faculty of Social Sciences and Humanities has, over the years, flourished to become, by far, the largest Faculty of the University. It, today, consists of 14 departments offering masters programmes in major areas of Social Sciences and Humanities like, Business Administration, Economics, Mass Communication, Sociology, Urdu, Library & Information Sciences, History, Pakistan Studies and Teaching of English as a foreign Language (TEFL). Additionally, efforts are afoot to plan and launch post-graduate programmes in Pakistani Languages and Law.

The Commonwealth-collaborated master's programmes in the areas of Business and Public Administration, which are specially tailored for the modern day busy executives, were launched in Spring 2002 semester.

In tune with the government's policy of promoting and strengthening a culture of higher education and research in the country, the AIOU's Faculty of Social Sciences and Humanities has shown a lot of dynamism over the past few years. It has launched MPhil/PhD programmes in Iqbaliat, Urdu and Mass Communication and History while preparations are being made to launch MPhil Business Administration, Applied Linguistics.

The Faculty of Social Sciences & Humanities also offers several bachelors' level programmes in such professional areas like Bachelors in Library & Information Sciences (BLIS), BS-Business Administration, BS-Commerce and Mass communication. Tens of thousands of students comprising all demographic groups and, from all over the country, enroll, each year, in these bachelor's level programmes.

The Faculty has expanded vitally and its programmes have gained a high popularity as is clear from rapidly rising trend of enrolment during the past decade. During the period under report, the Faculty accorded high priority towards quality improvements and to modify its programmes in accordance with the current challenges of 21st century.

The Faculty proposed to launch Post-Graduate programmes in the disciplines of Political Science and International Relations, Psychology, Public Administration and Social Work

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Introduction

Postgraduate library education in Pakistan started in 1956 by the University of Karachi. In the mid-eighties there were six library science departments all over the country. But they were not producing the required number of trained professional graduates as per demand. Moreover, the rate of technological change created by television, computer and other mass media was so stunning that many librarians had been unable to assess clearly its far-reaching effects on the sphere of their services and operation. Thus keeping in view the demand of professional staff and mission of AIOU, the Department of Library and Information Sciences was established in 1985 within the Faculty of Social Sciences and Humanities to cope with this shortage and change. It contributes to meeting the professional requirements of the existing libraries and training skilled manpower scattered all over the country in accordance with the emerging need and trend.

Master of Library & Information Sciences (MLIS)

Objectives

This programme intends to provide an opportunity to enhance the knowledge and skills as well as qualifications in the field of library and information sciences (LIS). It is designed to enhance the students' abilities to identify opportunities, make firm and clear-cut decisions, plan and control library functions. The programme seeks to promote a high degree of professionalism and a deep sense of integrity and social responsibility in students.

Eligibility Criteria and Procedure of Admission

An applicant having bachelor's degree with any subject(s) in second division (at least 45% marks) from any HEC recognized university is eligible to get admission. There is no age limit and merit determination. Interested candidates should deposit the prescribed fee and completed admission form alongwith all required documents (attested copies of detailed mark sheets, certificates/degrees of matriculation, intermediate, graduation, CNIC, domicile, photos, etc.) as advised in this prospectus or at AIOU Website.

Pre-requisites from MLIS Students

An MLIS student must have a computer with internet connection to successfully complete this programme. Study guides and further study guidance along with unit-wise and other links to various online, free resources are available in downloads at LIS Department website <<https://lis.aiou.edu.pk/>>, which are sufficient for assignments preparation and exams.

The University will not send any helping books except study guides to students. Most updates are available at AIOU website <<https://aiou.edu.pk/>> such as matters relating to admission, exam and result, tutorials, workshops, assignments, and so on. A student should willingly be hard working enough to get information and knowledge. Consult your AIOU-appointed tutors for technical and conceptual guidance. Take full benefit from your tutorial classes and workshops. We are also providing guidance to students on daily basis via our Facebook page <LIS@AIOU official>; hence join this page as well.

Scheme of Studies (MLIS)

Duration

The Duration of MLIS programme is four semesters, i.e. two years.

Mode of Study

The MLIS program is offered in ODL mode. There are tutorial meeting and/or compulsory workshop as per AIOU policy. Visit AIOU website or contact your AIOU Region concerned or LIS Department for further information in this regard.

Courses

A student will have to complete 20 courses comprising 60 credit hours in four semesters.

Assessment

Written examination = 70% weight

Assignments = 30% weight

Note: The AIOU has uniform criteria for grading, examination pass marks, etc.

1st Semester

S. No.	Course Title	Course Code	Credit Hours
1	Foundation of Librarianship	5500	3
2	Introduction to Library and Information Sciences	5501	3
3	Information Sources and Services	5502	3
4	Classification: Theory and Practice	5503	3
5	Cataloguing: Theory and Practice	5504	3

2nd Semester

1	Collection Development	5505	3
2	Management of Libraries and Information Centres-I	5641	3
3	Management of Libraries and Information Centres-II	5642	3
4	Library Automation, Information Storage and Retrieval-I	5643	3
5	Library Automation, Information Storage and Retrieval-II	5644	3

3rd Semester

S. No.	Course Title	Course Code	Credit Hours
1	Resource Sharing and Networking-I	5645	3
2	Resource Sharing and Networking-II	5646	3
3	Advanced Technical Operations-I	5647	3
4	Advanced Technical Operations-II	5648	3
5	Research Methods & techniques for Librarians-I	5649	3
6	Research Methods & techniques for Librarians-II	5650	3

4th Semester

1	Public Records, Rare Material and Their Conservation-I	5651	3
2	Public Records, Rare Material and heir Conservation-II	5652	3
3	Management of Serial Publications-I	5653	3
4	Management of Serial Publications-II	5654	3

The university reserves the right to introduce changes, additions, withdrawal or restructuring of courses without any prior notice.

Internship

All MA (LIS) students will undergo two months' unpaid internship training in a library of repute during or after their final semester. Students will have to do the internship beyond two months against the number of working days they avail any leave or remain absent. Students' requests for nearby libraries for internship from among the following libraries will be considered for further processing.

- i. All central/main libraries in HEC approved public sector universities and degree awarding institutes.
- ii. All national libraries.
- iii. Selected central/main libraries in HEC approved private sector universities and degree awarding institutes (e.g. LUMS, Aga Khan University, GIKI).
- iv. Selected major public libraries located at divisional headquarter cities (e.g. Punjab Public Library, Lahore; Quaid-e-Azam Public

- Library, Lahore; Central Library, Bahawalpur; Liaqat Memorial Library, Karachi).
- v. Selected special libraries located at divisional headquarter cities (e.g. State Bank Library, Karachi; PASTIC Library, Islamabad).
 - vi. All main/central libraries in PMDC-approved public and private medical colleges.
 - vii. All main/central libraries of public/private sector research centers/institutes (e.g. Cotton Research Institute), provided these centers/institutes maintain a well-established, open-shelved computerized libraries with sufficient number of professional, paraprofessional, and non-professional staff.
 - viii. Any other library of repute not listed above.

Instructions for Internship

Libraries in primary/secondary/higher secondary schools, and inter/degree colleges are not listed for the purpose. Only postgraduate degree colleges may be considered if there is no other library as listed above in the same region. A student is expected to do practical, professional work in all sections of the library during his/her internship. A student already working in a listed library may not be allowed internship there unless the LIS Dept gets ensured that he/she would work in all sections of the library regularly. Student will fill an Internship Application Form indicating the library of his/her choice selected from the above list for internship and send that form to the LIS Department. The LIS Department will issue a reference letter to the student for internship purpose. However, it rests with student to first visit the selected library to seek their permission for internship. If a student fails to select a good library the Department will itself select a library and issue him/her a reference letter. Internship would only be accepted in libraries for which the LIS Department had issued a reference letter. A student's internship without a reference letter from the LIS Department will not be accepted. Once an internship reference letter is issued, students' requests for the change of library may not be considered unless he/she gives sound justification. A student must start his/her internship around the date mentioned in application form, otherwise they would justify in writing to the library concerned and the LIS Department. Students are advised to keep a copy of the internship reference letter before submitting it to the library concerned. On completion of internship the librarian concerned will issue an internship

certificate to the student indicating his/her dates of internship, sections in which he/she worked, and his/her overall performance and behavior. Internship form is available at LIS Department website <<https://lis.aiou.edu.pk/>> send application form duly filled along with documents via email as advised on the form.

Internship Report and Comprehensive viva voce

The amendment with regard to internship report and comprehensive viva voce is under process. Please keep on visiting LIS Department website <<https://lis.aiou.edu.pk/>> for updates.

Fee Tariff

Registration Fee: (once at the time of 1 st admission in University)	Rs.200/-
Admission Fee:	Rs.700/-
Technology Fee:	Rs.135/-
Per 3 credit hours course fee Rs.2090/-(Rs.2090×5)	Rs.10450/-
Total fee for 1st Semester	Rs.11485/-

Fee for subsequent semesters will be informed at the time of their admission.

Medium of Instruction & Examination:

English/Urdu.

Note: Candidates are advised to keep in contact with their AIOU Region concerned for LIS updates regarding system of education, admission FAQs, tutors' information, tutorial and workshop schedule, etc. They are also advised to keep on watching websites of AIOU <<https://aiou.edu.pk/>> and LIS Department <<https://lis.aiou.edu.pk/>> for updates. Our Facebook page is: LIS@AIOU official.

Faculty

Visit LIS Department's website <<https://lis.aiou.edu.pk/>> to see LIS faculty details.