



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES**

**INSTITUTE OF LIBRARY AND INFORMATION SCIENCE (ILIS)**

**ADMISSION PROSPECTUS 2019-20**

**INSTITUTE OF LIBRARY AND INFORMATION SCIENCE**  
**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES (CPAS)**

(Established by the Government of Kerala)

*(Affiliated to Mahatma Gandhi University, Kottayam Kerala)*

Prospectus and application form for admission to the BLISc and MLISc courses conducted by the Institution under Centre for Professional and Advanced Studies for the year 2019-20.

**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 to ensure 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 diverse areas in Library and Information Science.

**HISTORY**

The Institute of Library and Information Science was established at Mahatma Gandhi University as a 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 (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, Gandhinagar, Kottayam.

**LOCATION**

The Institute of Library and Information Science (ILIS) is situated in the **Annexe Building of SME, Arpookara, Gandhinagar, Kottayam, and Pin. 686008.**

**DETAILS OF THE PROGRAMMES OFFERED**

Sl. No	Name of Course	Number of Seats	Duration	Eligibility	Tuition Fee	Selection
1.	BLISc	50	1 year (2 Semesters)	Any degree with 45% Marks Relaxation: SEBC- 3% OEC-5 % SC/ST-a pass in the qualifying Examination	10,000/- per semester	Based on the Qualifying exam. 50% seats through CAP.

2.	MLISc	30	1 year(2 Semesters)	BLISc Pass Relaxation: SEBC- 3% OEC-5 % SC/ST-a pass in the qualifying Examination	12500/- per Sem.	Based on the marks in the BLISc degree examination and interview
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**FEES**

BL I Sc	Tuition Fee	Caution Deposit (refundable)	UUF	SWF	SSIP	AAF	Std.AF	SAF	Library fee	Total
1 <sup>st</sup> sem.	10,000	500	50	30	23	1000	750	200	200	12,753/-
2nd sem.	10,000	0	0	0	0	0	0	0	0	10,000/-

ML I Sc	Tuition Fee	Caution Deposit (refundable)	UUF	SWF	SSIP	AAF	Std.AF	SAF	Library fee	Total
1 <sup>st</sup> sem.	12,500	500	50	30	23	2000	750	200	200	16,253/-
2nd sem.	12,500	0	0	0	0	0	0	0	0	12,500/-

UUF- University Union Fee

SSIP- Student Safety Insurance Policy Premium

AA F- Annual Administration Fee

SW- Students Welfare Fee

SAF- Sports Affiliation Fee

Std.AF- Students Affiliation Fee

**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.

**SCHEDULE OF REMITTANCE: Fee for the I semester of all the courses are to be remitted at the time of admission.** For all subsequent semesters, fee should be remitted without fine within the Fifth working day of the month of April for the Even semesters and the fifth working day of October for the Odd semesters; 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 cutoff date mentioned by CPAS.

**Mode of payment:** All fee payment should be through **State Bank Collect** link provided in the web site. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

### **HOW TO APPLY**

1. Candidates applying for admission to all courses under Institute of Library and Information Science should apply online and send a printout to the Head, Institute of Library and Information Science, SME Annexe Building, Arpookara, Gandhinagar, Kottayam, Pin. 686008 on or before the last date mentioned.
2. Online submission of Application may be made by accessing the website – [www.cpas.ac.in](http://www.cpas.ac.in) or [www.sme.edu.in](http://www.sme.edu.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 certificates furnished are properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self attested.
  - iii. The applicant should select the course/courses which he/she desires to study while applying online.
  - iv. 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 till the end of allotment process.
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 all UG and all PG courses respectively.

**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/-).

Last date to apply online and receive the printouts of courses under ILIS

<b>Courses</b>	<b>Apply Online</b>	<b>Receive print out at the college</b>
UG course	31.05.2019	06.06.2019
PG course	06.06.2019	15.06.2019

**CONTACT DETAILS**

All enquiries and correspondences shall be addressed to:

**The Head,  
Institute of Library and Information Science  
SME Annexe Building ,Arpookara,  
Gandhinagar, Kottayam,  
Pin. 686008. Phone: 0481-2595508 Email: [iliscpas@gmail.com](mailto:iliscpas@gmail.com)**

**Place: Gandhinagar  
Date:**

**DIRECTOR**