

Dr. V B Negi
Registrar

No.: IG/SED/Prac/Ex.-I/Dec./2023/
Dated:December, 2023

Dr./Sh.....
Centre Code No.....
Place

**SUBJECT : BOOKLETS (CARDS) FOR BLIS PRACTICALS -
INSTRUCTIONS FOR CONDUCT OF EXAMS
T.E.E. December, 2023**

Dear Exam.Superintendent,

In this packet despatched today by Speed Post/Registered Insured Post, we have sent _____ BOOKLETS for conduct of Practical Examination of Bachelor of Library & Information Science in BLIE-227 (Part-I and Part-II) – **Document Processing : Practice** at your centre. You are requested to confirm the receipt of **number of BOOKLETS/CARDS are required for BLIE-227.**

The Candidates appearing for BLIE-227 (Part-I) shall have to write the answers in the Question Paper Booklet itself. However, the candidates appearing for BLIE-227(Part-II) shall have to write their answers in the cards provided to them in the form of booklet **which contains 10 pages having 2 pages of cards (3 cards in each page) followed by a table for a MARC entry, the same formate to be repeated for 2 more titles and the last page is for Rough Work.** The candidates may be advised to write the Enrolment No. on the top of the booklet as well as the course code No. i.e. BLIE-227(Part-I) or BLIE-227(Part-II). The candidates may be advised to tag the booklet as well as the question paper BLIE-227 Part-I and Part-II separately. So, the BOOKLETS may please be given to the candidates on the day of examination as per the requirement and the same may be collected from them after the examination is over along with the question paper.

The list of candidates appearing for BLIE-227 (Part-I and Part-II) Term-end Examination will be sent separately.

A note on how to conduct the Practical Examination of Bachelor of Library & Information Science BLIE-227 (Part-I & II) is also enclosed here along with the illustrations for grouping the students in batches.

Thanking you,

Yours faithfully,

(V B Negi)
REGISTRAR

Encl: As above.

Copy to : All Regional Directors

Dr. V B Negi
Registrar

No.: IG/SED/Prac/Ex.-I/Dec./2023/
Dated:December, 2023

Dr./Sh.....
Centre Code No.....
Place

Subject : Instructions – BLIS Practicals for T.E.E. December, 2023.

Dear Exam.Superintendent,

The University will be conducting the Practical Examinations of BLIS in BLIE-227 (Document Processing : Practice) as per the date-sheet for Term-End Examination, December, 2023. It contains two (2) parts namely BLIE-227(Part-I) and BLIE-227 (Part-II). You are, therefore, requested to announce the batches in which the candidates appear in Practical Examination from your centre. The candidates may also be advised to keep in touch with the exam centre to find out the date, time and batch of practical examination. As per date sheet, the practical examination will be held in forenoon and afternoon sessions. An illustration for grouping of candidates for BLIS practical examination is also enclosed to it.

BLIE-227 (Part-I) relates to Dewey Decimal Classification. The Special reference books like Dewey Decimal Classification 19th Edition are already available at your study centre which may be provided to the students appearing for BLIE-227 (Part-I) in the Examination hall. Similarly, Sears List of Subject Headings are also available at your study centre which may be provided to the candidates appearing for BLIE-227 (Part-II) in the examination hall.

Thanking you,

Yours faithfully,

(V B Negi)
REGISTRAR

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
(EXAM-I)

NOTE

The practical examinations for Bachelor of Library & Information Science courses in BLIE-227 (Part-I and Part-II) will be conducted during December, 2023. The modus-operandi for conducting this examination has been decided keeping in view the total no. of copies of Dewey Decimal Classification and Sears List of Subject Headings available at Study Centre and the number of candidates appearing for the Term-end Examination at your Exam Centre.

The University has purchased 12 copies of each of the above mentioned publications and provided them to the study centres where the BLIS programme has been activated. Therefore, it has been decided to divide the students into batches of 24 (12+12) in each session for the purpose of conducting the examinations. First batch of 24 students will be further divided into sub batches of 12 each. The 1st sub batch of 12 students will take the examination in BLIE-227 (Part-I) and therefore the question paper for BLIE-227 (Part-I) Set-I will be given to them. Simultaneously, the 2nd sub batch of 12 students will take examination in BLIE-227 (Part-II) and therefore the question paper for BLIE-227 (Part-II) Set-I will be given to them. Thus, for BLIE-227 (Part-I) Examination, 12 copies of Decimal Classification and for BLIE-227 (Part-II) Examination, 12 copies of Sears List of Subject Headings and Cards are required for a batch of 24 students. So, these books may please be provided to the students who are taking the examination in BLIE-227 (Part-I) and BLIE-227 (Part-II) examination. After 1 ½ hours, the question booklets wherein the answers are written by the BLIE-227 (Part-I) candidates may be collected by giving BLIE-227 (Part-II) Set-1 question booklets and by collecting the question paper booklets from BLIE-227 (Part-II) candidates, the question booklets of BLIE-227 (Part-I) Set-I may be given. After next 1 ½ hours, the question booklets of BLIE-227 (Part-I) and (Part-II) may be collected from the respective students. Thus two packets each of Set-1 of BLIE-227 (Part-I) and BLIE-227 (Part-II) question booklets will be sufficient to examine 24 students. In the same manner the practical examination for BLIE-227 Part I & II courses shall have to be conducted for the next batch of 24 students with Set-2 and so on, so as to cover all the registered students for BLIS(Revised) practical examinations. Since we have different sets of question booklets for BLIE Part-I and Part-II, these are sufficient for covering all students at your exam centre. Different sets of question booklets are sent to different exam centres depending upon the total no. of students registered for the examinations in BLIE-227 course.

The Question Booklets and the Cards should be tagged together for BLIE-227 Part-II.

P.S.: To cover the batch of 24 students (12 in Ist sub batch + 12 in IInd sub batch) the centre will require 12 copies of each of the books – Dewey Decimal Classification and Sears List of Subject Headings alongwith cards for BLIE-227 (Part-I) & (Part-II).

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
22.12.2023	The Ist batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (1-12) may be given Question paper of BLIE-227 (Part-I) Set-1.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (13-24) may be given Question paper of BLIE-227 (Part-II) Set-1.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-1 may be collected.	
iii)	The above Ist sub-batch of students (1-12) may be given question paper of BLIE-227 (Part-II) Set-1.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (13-24) may be given question paper of BLIE-227 (Part-I) Set-1.	- do -
22.12.2023	The IInd batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (25-36) may be given Question paper of BLIE-227 (Part-I) Set-2.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students (37-48) may be given Question paper of BLIE-227 (Part-II) Set-2.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-2 may be collected.	
iii)	The above Ist sub-batch of students (25-36) may be given question paper of BLIE-227 (Part-II) Set-2.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (37-48) may be given question paper of BLIE-227 (Part-I) Set-2.	- do -

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
23.12.2023	The 3rd batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (49-60) may be given Question paper of BLIE-227 (Part-I) Set-3.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (61-72) may be given Question paper of BLIE-227 (Part-II) Set-3.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-3 may be collected.	
iii)	The above Ist sub-batch of students (49-60) may be given question paper of BLIE-227 (Part-II) Set-3.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (61-72) may be given question paper of BLIE-227 (Part-I) Set-3.	- do -
23.12.2023	The 4th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (73-84) may be given Question paper of BLIE-227 (Part-I) Set-4.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students (85-96) may be given Question paper of BLIE-227 (Part-II) Set-4.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-4 may be collected.	
iii)	The above Ist sub-batch of students (73-84) may be given question paper of BLIE-227 (Part-II) Set-4.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (85-96) may be given question paper of BLIE-227 (Part-I) Set-4.	- do -

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
26.12.2023	The 5th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (97-108) may be given Question paper of BLIE-227 (Part-I) Set-5.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (109-120) may be given Question paper of BLIE-227 (Part-II) Set-5.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-5 may be collected.	
iii)	The above Ist sub-batch of students (97-108) may be given question paper of BLIE-227 (Part-II) Set-5.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (109-120) may be given question paper of BLIE-227 (Part-I) Set-5.	- do -
26.12.2023	The 6th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (121-132) may be given Question paper of BLIE-227 (Part-I) Set-6.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students (133-144) may be given Question paper of BLIE-227 (Part-II) Set-6.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-6 may be collected.	
iii)	The above Ist sub-batch of students (121-132) may be given question paper of BLIE-227 (Part-II) Set-6.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (133-144) may be given question paper of BLIE-227 (Part-I) Set-6.	- do -

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
27.12.2023	The 7th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (145-156) may be given Question paper of BLIE-227 (Part-I) Set-7.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (157-168) may be given Question paper of BLIE-227 (Part-II) Set-7.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-7 may be collected.	
iii)	The above Ist sub-batch of students (145-156) may be given question paper of BLIE-227 (Part-II) Set-7.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (157-168) may be given question paper of BLIE-227 (Part-I) Set-7.	- do -
27.12.2023	The 8th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (169-180) may be given Question paper of BLIE-227 (Part-I) Set-8.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students(181-192) may be given Question paper of BLIE-227 (Part-II) Set-8.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-8 may be collected.	
iii)	The above Ist sub-batch of students (169-180) may be given question paper of BLIE-227 (Part-II) Set-8.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (181-192) may be given question paper of BLIE-227 (Part-I) Set-8.	- do -

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
28.12.2023	The 9th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (193-204) may be given Question paper of BLIE-227 (Part-I) Set-9.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (205-216) may be given Question paper of BLIE-227 (Part-II) Set-9.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-9 may be collected.	
iii)	The above Ist sub-batch of students (193-204) may be given question paper of BLIE-227 (Part-II) Set-9.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (205-216) may be given question paper of BLIE-227 (Part-I) Set-9.	- do -
28.12.2023	The 10th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (217-228) may be given Question paper of BLIE-227 (Part-I) Set-10.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students(229-240) may be given Question paper of BLIE-227 (Part-II) Set-10.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-10 may be collected.	
iii)	The above Ist sub-batch of students (217-228) may be given question paper of BLIE-227 (Part-II) Set-10.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (229-240) may be given question paper of BLIE-227 (Part-I) Set-10.	- do -

Illustration – BLIE-227 (Part-I & II)

DATE	BATCH	SESSION
29.12.2023	The 11th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Forenoon Session
i)	Ist Sub-batch of students (241-252) may be given Question paper of BLIE-227 (Part-I) Set-11.	10.00 am – 11.30 am
ii)	IInd Sub-batch of students (253-264) may be given Question paper of BLIE-227 (Part-II) Set-11.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-11 may be collected.	
iii)	The above Ist sub-batch of students (241-252) may be given question paper of BLIE-227 (Part-II) Set-11.	11.30 am – 1.00 pm
iv)	The above IInd Sub-batch of students (253-264) may be given question paper of BLIE-227 (Part-I) Set-11.	- do -
29.12.2023	The 12th batch of 24 students will be examined which will be further divided into sub-batches of 12 each.	Afternoon Session
i)	Ist Sub-batch of students (265-276) may be given Question paper of BLIE-227 (Part-I) Set-12.	2.00 pm – 3.30 pm
ii)	IInd Sub-batch of students (277-288) may be given Question paper of BLIE-227 (Part-II) Set-12.	- do -
PS:	The examination of the Sub-batches may be conducted in separate rooms. After 1-1/2 hours the sets of question papers (Part-I & Part-II) Set-12 may be collected.	
iii)	The above Ist sub-batch of students (265-276) may be given question paper of BLIE-227 (Part-II) Set-12.	3.30 pm – 5.00 pm
iv)	The above IInd Sub-batch of students (277-288) may be given question paper of BLIE-227 (Part-I) Set-12.	