

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

BACHELOR OF LIBRARY SCIENCE (B. Lib. Sc.)

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INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH

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ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the “All India Society for Electronics and Computer Technology” (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian ‘Values and ethics’, commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today’s one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 lakh students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TiE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other Dissertations of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry
- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

RECOGNITIONS

- The University is recognized under Section 2(f) of the UGC Act.
- Joint Committee Approval of DEB(UGC/AICTE/DEB)
- Other recognitions include AICTE, NCTE, BCI and DEB

- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.
- Membership of the Association of Indian Universities (AIU)
- NACC B+

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THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Management
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers. With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many. What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University
- NIRF Ranking Under Top 200 University
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017
- World Education Award 2017
- Smart Chhattisgarh Educated Chhattisgarh Award 2018

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.

- Set the national standards for Distance Education.

ABOUT PROGRAMME

A) Program's Mission & Objectives- Mission Statement-

Dr. C.V. Raman University's Institute of Open & Distance Education focuses on providing quality education through distance learning, matching with the parameter of regular program and producing capable administrative leaders who are prepared with the necessary management & research skills to make high-quality administrative.

The B.A. program at our university create high level of intellectual capacity in learners, providing opportunity for learners to pursue high level studies, Providing opportunity for higher education studies to the learners who have been deprived of higher education due to being employed in government non government organization.

Objectives-

- To provide higher education to the learner employed in government and non-governmental services.
- To getting opportunity for learners through higher education for higher post.
- Those learners who are preparing for competitive examination and can't study regularly they will get opportunity of higher education.
- The women deprived of higher education will get an opportunity to study higher education.
- To develop study skills among the learners so as to help them cope with courses in Economics, Political science, Geography etc.
- To understand the multicultural & diversity issues in arts.

B) Relevance of the program with University's Mission-

Dr. C. V. Raman University aims to provide high standard of liberal education to its students, catering to their intellectual growth, personality development & nurtures them to be responsible adults committed to high ethical standards through various courses offered from different fields like Economics, Political science, Geography etc. in regular mode as well as Open & Distance Learning mode. B. A. offered in Open & Distance Learning mode is one such course of greater significance which not only helps those individuals who cannot attend classes regularly, provides an opportunity to upgrade the knowledge, qualification & can attain growth in terms of intellectuality, professionally & personally in the field of Public administration.

C) Nature of prospective target group of learners-

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professional, Housewives, Students from rural

area, Students who do not wish to prefer regular courses due to various reasons & Students who cannot afford costly regular courses are target group learners.

D) Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence-

- a. After graduating from the arts faculty, the learner will get employment opportunity of graduate level.
- b. Undergraduate learner in the arts will get the necessary background for basic preparation for competitive examination.
- c. Arts graduate learners will be giving promotion opportunity if they are employed in government and non government sector.
- d. The learners of rural women will get good jobs after arts graduate and good employment opportunity.
- e. Graduates will understand effective leadership techniques, including aspects of character and ethical decision-making.

E) Programme Expected Outcomes

"At the end of the Programme Expected Outcomes"-

- a. To acquired techniques relevant of course taught.
- b. To provide the practical expose and knowledge acquiring skill.
- c. To crate and develop the presentation skill in seminar/ conference.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the learner support centre during specific sessions which are duly notified for the benefit of the learners.

- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.
- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.
- **Industrial Training/Practical/Dissertation work:** Some programmes have industrial training/practical/ Dissertation component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Dissertation Work, comprehensive Dissertation guide, in the form of booklet, is provided to the student along with the study material.
- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Dissertation work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:

1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvru.ac.in. Examination fee is required to be paid online payment gateway as per the fee table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director
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Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753-253851, 8827920016, 8827920019
Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753-253872, 07753-253873, 8359050061

Email: cvrussd@gmail.com

BACHELOR OF LIBRARY SCIENCE (B. LIB. SC.)

Duration : 12 Months (1 Year)

Eligibility: Graduate in any discipline

SCHEME OF EXAMINATION

Course Code	Name of the Course	Credit	Total Marks	Theory		Assignments/ Internal		Practical Marks	
				Max	Min	Max	Min	Max	Min
First Semester									
1BLIB1	Library and Society	4	100	70	23	30	10	-	-
1BLIB2	Library Management	4	100	70	23	30	10	-	-
1BLIB3	Library Classification Theory	4	100	70	23	30	10	-	-
1BLIB4	Library Classification Practice	4	100	-	-	30	10	70	23
1BLIB5	Viva Voce		50	-	-	-	-	50	17
Total aggregate required to pass		16	450	210	76	120	43	120	43
Second Semester									
2BLIB1	Library Cataloguing Theory	3	100	70	23	30	10	-	-
2BLIB2	Library Cataloguing Practice	3	100	-	-	30	10	70	23
2BLIB3	Reference and Information Sources	3	100	70	23	30	10	-	-
2BLIB4	Information Services	3	100	70	23	30	10	-	-
2BLIB5	Information Technology : Basics	3	50	-	-	-	-	50	17
2BLIB6	Seminar & Presentation	1	50	-	-	-	-	50	17
2BLIB7	Viva Voce	-	50	-	-	-	-	50	17
Total aggregate required to pass		16	550	210	76	120	43	220	79

EVALUATION SCHEME-

Each theory Paper & Assignment Passing Marks is 33%.

Practical & Aggregate is 36%.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **First Semester**

PROGRAMME:- B. LIB. SC.
COURSE CODE: 1BLIB1,CREDIT:-4
COURSE:- LIBRARY AND SOCIETY

THEO. MAX. M: 70 MIN. M: 23
ASSIG. MAX.M: 30 MIN. M: 10

Development of Libraries and their Role in Society, Role of Library and Information Centres in Modern Society, Laws of Library Science, Development Libraries in UK and USA, Library Development in Modern India – Plans and Programmes

Different Types of Libraries and their Functions, National Libraries: Their Function; A Descriptive Account of National Libraries of India, UK and USA, Academic Libraries: School, College and University, Public Libraries: Role and Functions, Special Libraries and Information Centres

Library Legislation, Library Legislation and A Model Public Library Act/Bill, Library Legislation in Indian States – Their Salient Features

Resource Sharing and User Studies, User Studies, User Education, Resource Sharing – Concept, Need, Form and Selected Case Studies

Library Associations, Promotional Agencies and Systems, Librarianship as a Profession and Professional Ethics, Role of professional Associations, Organisations and Institutions Involved in Development of Library and Information Services

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY AND SOCIETY	पुस्तकालय और समाज	पांडेए एस के शर्मा	ग्रंथ ऐकेडमी



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SEMESTER- **First Semester**

PROGRAMME:- B. LIB. SC.
COURSE CODE: 1BLIB2,CREDIT:-4
COURSE:- LIBRARY MANAGEMENT

THEO. MAX. M: 70 MIN. M: 23
ASSIG. MAX.M: 30 MIN. M: 10

Principles of Library Management, , General Principles of Management and their Application to Library Management, Library Organisational Structure, Management Information System (MIS)|, Physical Planning of Library

Information Resources Development, , Types of Information Resources, Selection Principles including Communication Media, Different Types of Selection Tools and Their Importance, Acquisition Procedure: Books and Non-Book Material, Acquisition of Periodicals and Serials, Technical Processing

Use and Maintenance of the Library, , Circulation Work, Maintenance, Shelving and Stock Verifications, etc., Elements of Binding and Preservation

Human Resources Development, , Human Resource Development: Concept and Contours, Personnel Planning, Participative Management and Total Quality Management (TQM), ,

Library Finance and Budget, , Library Finance, Budgeting and Accounting

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY MANAGEMENT	पुस्तकालय प्रबन्ध	व्यास एस डी	जयपुर पंचशील प्रकाशन
LIBRARY MANAGEMENT	COMPUTER IN LIBRARY MANAGEMENT	SHAMIM AHMAD	APH



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SEMESTER- **First Semester**

PROGRAMME:- B. LIB. SC.

COURSE CODE: 1BLIB3,CREDIT:-4

COURSE:- LIBRARY CLASSIFICATION THEORY

THEO. MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

Elements of Library Classification, , Basic Terminology and Historical Perspective, Need and Purpose of Library Classification

Theory and Development of Library Classification, , General Theory of Library Classification, Species of Schemes of Library Classification, Learning about Subjects

Approaches to Library Classification, , Postulational and Systems Approaches, Fundamental Categories, Facet analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification

Study of Selected Schemes of Library Classification, , Dewey Decimal Classification (DDC), Comparative Study of 19th , 20th and 21st Editions of Dewey Decimal Classification, Universal Decimal Classification (UDC), Colon Classification (CC), Different versions of Colon Classification, Current Trends in Library Classification

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY CLASSIFICATION THEORY	THEORY OF CLASSIFICATION	KUMAR, KRISHAN	NEW DELHI: VIKASH PUB.HOUSE



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SEMESTER- **First Semester**

PROGRAMME:- B. LIB. SC.

COURSE CODE: 1BLIB4,CREDIT:-4

COURSE:- LIBRARY CLASSIFICATION PRACTICE

PRACTICAL MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

Dewey Decimal Classification (19th Edition) – Part 1, , Introduction, Structure and Organisation, Definition, Notes and Instructions, Introduction to Three Summaries and Steps in Classifying Documents, Relative Index and its Use

Dewey Decimal Classification (19th Edition) – Part 2, , Study of Tables and Schedules, Auxiliary Tables and Devices, Practical Classifications

Colon Classification (6th Edition) : Preliminaries, , Introduction, Structure, and Organisation, Schedules and Techniques, Steps in Classification

Colon Classification (6th Edition): Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis, , Humanities and Social Sciences, Biological Sciences, Physical Sciences and Generalia

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY CLASSIFICATION PRACTICE	ग्रंथालय वर्गीकरण (सिद्धान्त एवं प्रयोग)	भार्गव जी.डी.	भोपाल भानुश्री
LIBRARY CLASSIFICATION PRACTICE	COLON CLASSIFICATION	RANGANATHAN S.R.	NEW DILHI: VIKASH PUB.HOUSE
LIBRARY CLASSIFICATION PRACTICE	ग्रंथालय वर्गीकरण	भार्गव जी.डी.	भोपाल मं.प्र. ग्रंथ अकादमी



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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.

COURSE CODE: 2BLIB1,CREDIT:-3

COURSE:- LIBRARY CATALOGUING THEORY

THEO. MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

History, Purpose and Types of Library Catalogues, Library Catalogue: Objectives, Purposes and Functions, History and Development of Library Catalogue Code, Physical Form of Catalogues, Types of Catalogues

Format of Catalogue Entries, Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries – Classified and Alphabetical, Centralized Cataloguing, Cataloguing – in Publication and Pre-Natal Cataloguing, Machine Formats: MARC and CCF

Choice and Rendering of Headings and Cataloguing of Non-Print Media, Personal Authors (Western and Indic Names), Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles, Cataloguing of Non-print Media

Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing, Subject Cataloguing - Problems, Vocabulary Control: Subject Heading Lists and Thesauri, Subject Indexing Models, Techniques for Subjects Indexing, Recent Trends in Library Cataloguing

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY CATALOGUING THEORY	ग्रंथालय वर्गीकरण (सिद्धान्त एवं प्रयोग)	भार्गव जी.डी.	भोपाल भानुश्री
LIBRARY CATALOGUING THEORY	ग्रंथालय सूचीकरण के सिद्धान्त	सूद एस.पी.	जयपुर राज पब्लि.
LIBRARY CATALOGUING THEORY	सूचीकरण के सिद्धान्त	चतुर्वेदी देवीदत्त	बम्बई, हिमालया पब्लि.



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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.

PRACTICAL MAX. M: 70 MIN. M: 23

COURSE CODE: 2BLIB2,CREDIT:-3

ASSIG. MAX.M: 30 MIN. M: 10

COURSE:- LIBRARY CATALOGUING PRACTICE

AACR- 2R – Part 1, , Preliminaries, Single Personal Author, Shared Responsibility and Editorial Directions, Choice Among Different Names and References, Series and Multivolumes

AACR- 2R – Part 2, , Subject Headings, Corporate Bodies, Uniform Titles and Serials, Cataloguing of Non-Print Media/User's Guide to AACR-2 R

Classified Catalogue Code – Part 1, , Preliminaries to Classified Catalogue Code, Class Index Entry and Tracing, Personal Authors, Corporate Authors

Classified Catalogue Code – Part 2, , Analytical Entries and Composite Books, Series, Multivolume Publications, Periodical Publications

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY CATALOGUING PRACTICE	एडवान्स्ड कैटलागिंग प्रैक्टिस : सी.सी.सी.एवं	गौतम जे.एन.	वाए.के. पब्लिशर आगरा



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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.

COURSE CODE: 2BLIB3,CREDIT:-3

COURSE:- REFERENCE AND INFORMATION SOURCES

THEO. MAX. M: 70 MIN. M: 23

ASSIG. MAX.M: 30 MIN. M: 10

Study of Reference Sources, Reference and Information Access Tools: An Overview, Types of Reference and Information Access Tools, Kinds of Bibliographies, Indexing and Abstracting Periodicals, Reviews, State-of-Art Reports, Trends Reports, etc.

Categories of Reference Source – Part 1, Dictionaries, Encyclopedias, Hand Books, Manuals, Year Books, etc., Standards, Patents, Trade Catalogues, etc.

Categories of Reference Source – Part 2, Geographical Sources, Biographical Sources, Statistical Information Sources, Sources for Current Affairs

Non-Documentary Sources, Human Resources and Referral Systems, Institutional Information Sources, Mass Media

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
REFERENCE AND INFORMATION SOURCES	संदर्भ सेवा	सुन्देश्वर के. एस.	भोपाल मं.प्र. हिन्दी ग्रंथ अकादमी
REFERENCE AND INFORMATION SOURCES	प्रलेखन एवं सूचना विज्ञान	सूद एस.पी.	जयपुर राज पब्लि. हाउस



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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.
COURSE CODE: 2BLIB4,CREDIT:-3
COURSE:- INFORMATION SERVICES

THEO. MAX. M: 70 MIN. M: 23
ASSIG. MAX.M: 30 MIN. M: 10

Information Services and Organisation, Concept and Need for Information, Information Services : An Overview, Users of Information Services, Organisation of Information Services

Information Services and Techniques, Reference Services, Current Awareness Services, Literature Search and Data Base Services, Document Delivery Services

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
INFORMATION SERVICES	ई-सूचना स्रोत एवं सेवाएँ	अरविन्द कुमार शर्मा	NEW DELHI ESS ESS PUBLICATION
INFORMATION SERVICES	पुस्तकालय तथा सूचना सेवा का विकास	नुपुर झांजी	JAIPUR INDIA, AADI PUBLICATION
INFORMATION SERVICES	ICT BASED LIBRARY AND INFORMATION SCIENCE	AKHTAR HUSSAIN	NEW DELHI ESS ESS PUBLICATION



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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.

PRACTICAL MAX. M: 50 MIN. M: 17

COURSE CODE: 2BLIB5,CREDIT:-3

COURSE:- INFORMATION TECHNOLOGY : BASICS

Information Technology: Concepts and Basics, Introduction to Information Technology, Introduction to Computers, Telecommunications: Basics

Applications Software, Introduction to Applications Software, Library and Information Software packages, Features of Indian Software Packages

Library Automation, Library House Keeping Operations, Computerised Information Services, Management of Computerised Library

Information System and Networks, Basic Concepts and Contours of Computer Based Information Systems, Library Information Networks, Resource Sharing Networks, Internet and Its Services

REFERENCE BOOK

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
INFORMATION TECHNOLOGY BASICS	ADVANCED IN LIBRARY AND INFORMATION SCIENCE	SUMANGALA JHA	PATNA PRESS LOBUS

COUNSELLING AND STUDY STRUCTURE

Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)			
				Face to Face Counselling	Self study	Practical	Assignments
1BLIB1	Library and Society	4	120	16	68	-	36
1BLIB2	Library Management	4	120	16	68	-	36
1BLIB3	Library Classification Theory	4	120	16	68	-	36
1BLIB4	Library Classification Practice	4	120	16	-	104	-

2BLIB1	Library Cataloguing Theory	3	90	12	80	42	27
2BLIB2	Library Cataloguing Practice	3	90	12	-	78	-
2BLIB3	Reference and Information Sources	3	90	12	51	-	27
2BLIB4	Information Services	3	90	12	51	-	27
2BLIB5	Information Technology : Basics	3	90	12		78	-

STUDY MODULES AND BOOKS INFORMATION

Course Code	Title Of The Course	Books / Module to be used
First Semester		
1BLIB1	Library and Society	CVRU Module
1BLIB2	Library Management	CVRU Module
1BLIB3	Library Classification Theory	CVRU Module
1BLIB4	Library Classification Practice	CVRU Module
Second Semester		
2BLIB1	Library Cataloguing Theory	CVRU Module
2BLIB2	Library Cataloguing Practice	CVRU Module
2BLIB3	Reference and Information Sources	CVRU Module
2BLIB4	Information Services	CVRU Module
2BLIB5	Information Technology : Basics	CVRU Module

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASIGNMENTS AT THE STUDY CENTRE		
Year	Assignment No.	Due Date
Semester - I	1BLIB1 1BLIB2 1BLIB3 1BLIB4	April 30 (for January Session) October 31 (for July Session)
Semester - II	2BLIB1 2BLIB2 2BLIB3 2BLIB4 2BLIB5	April 30 (for July Session) October 31 (for January Session)

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each course has one assignment. All assignments should be completed and submitted at IODE CVRU/ study centre before the due date.
इस पुस्तिका में पूरे पाठ्यक्रम के लिये (सभी सेमेस्टर) के सत्रीय कार्य दिये गये हैं। प्रत्येक पाठ्यक्रम के लिये एक सत्रीय कार्य दिया गया है जिसे पूर्ण करने के पश्चात निर्धारित तिथि तक डॉ. सी. वी. आर.यु. के दूरस्थ शिक्षा संस्थान / अध्ययन केन्द्र को भेजना आवश्यक है।
2. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.
कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे, आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।
3. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.
सत्रीय कार्य सतत् मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत् मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।
4. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.
सत्रीय कार्य ए-4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी लिखी होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)
5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.
प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।
6. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.
सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप, स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।
7. Please do not copy the assignment from other student.
कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।
8. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
प्रश्नों के उत्तर लिखते समय, प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।
9. You may retain a copy of your assignment response to avoid any unforeseen situation.
सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।

10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.

पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय / अध्ययन केन्द्र के समन्वयक से ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvrु.ac.in> . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

Note

A series of horizontal dashed lines for writing notes.