



DR. C. V. RAMAN UNIVERSITY

Kargi Road Kota, Bilaspur, Chhattisgarh
Phone : 07753-253851, Website: www.cvru.ac.in

BACHELOR OF LIBRARY INFORMATION SCIENCE

Duration: 12 months (1 Year)

Eligibility : Graduation in any discipline

Course Code	Name of the Course	Credit	Total Marks	Theory		Assignments /		Practical Marks Internal	
				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	Information Services	4	100	70	23	30	10	-	-
Total aggregate required to pass		20	500	280	101	150	54	70	25
Second Semester									
2BLIB1	Library Cataloguing Theory	4	100	70	23	30	10	-	-
2BLIB2	Library Cataloguing Practice	4	100	-	-	30	10	70	23
2BLIB3	Reference and Information Sources	4	100	70	23	30	10	-	-
2BLIB4	Information Technology: Basics	4	100	70	23	30	10	-	-
2BLIB5	Project/Dissertation/ Internships & Viva Voce	4	200	-	-	100	30	100	30
Total aggregate required to pass		20	600	210	76	220	79	170	61

1. 33% in each theory, practical, project, dissertation & internal assessment but the total Aggregate for passing 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

TH EO. 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, Organizations and Institutions Involved in Development of Library and Information Services

REFERENCE BOOK:

PAPER	BOOK NAME	AUTHOR	PUBLISHERS
LIBRARY AND SOCITY	पुस्तकालय और समाज	lkk.Ms; ,l ds 'kekZ	xzaFk ,dsMeh



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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 Organizational 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	iqLrdky; izca/k	O;kl ,l Mh	t;iqj iap'khy izdk'ku



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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	xzaFkky; oxhZdj.k ¼fl}kar ,oa iz;ksx½	HkxZo th- Mh-	Hkksiky HkkuwJh
LIBRARY CLASSIFICATION PRACTICE	COLON CLASSIFICATION	RANGANATHAN S.R.	NEWDELHI: VIKASH PUB.HOUSE



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SEMESTER- First Semester

PROGRAMME:- B. LIB. SC.

COURSE CODE: 1BLIB5,CREDIT:-4

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	Information Services and Organisation	Dr. C.V. Ramana	NEW DELHI ESS PUBLICATION
INFORMATION SERVICES	Information Services and Techniques	Dr. C.V. Ramana	JAIPUR INDIA, AADI PUBLICATION
INFORMATION SERVICES	ICT BASED LIBRARY AND INFORMATION SCIENCE	AKHTAR HUSSAIN	NEW DELHI ESS PUBLICATION



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SEMESTER- Second Semester

PROGRAMME:- B. LIB. SC.

COURSE CODE: 2BLIB1,CREDIT:-4

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	xzaFkky; oxhZdj.k ¼fl}kar ,oa iz;ksx½	HkkxZo th- Mh-	Hkksiky HkkuwJh
LIBRARY CATALOGUING THEORY	xzaFkky; lwphdj.k ds fl}kar	lwn ,l- ih-	t;iqj jkt ifCyds'ku
LIBRARY CATALOGUING THEORY	lwphdj.k ds fl}kar	prqosZnh nsohnRr	cEcbZ] fgeky;k ifCyds'ku



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SEMESTER- Second Semester

PROGRAMME:- B. LIB. SC.

PRACTICAL MAX. M: 70 MIN. M: 23

COURSE CODE: 2BLIB2,CREDIT:-4

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	,Mokal dSVyxfxax izSfDVI % lh- lh- lh- ,.M ,-, -lh- vkj&2 ¼ih-ch-ds-½	xkSre ts- ,u-	ok,- ds- ifCy'kj vkxjk



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SEMESTER- **Second Semester**

PROGRAMME:- B.LIB. SC.

COURSE CODE: 2BLIB3,CREDIT:-4

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	lanHkZ Isok	lqUns'oj ds- ,l-	fgUnh xzaFk vdkneh Hkksiky e-iz-
REFERENCE AND INFORMATION SOURCES	izys[ku ,oa lwpuk foKku	lwn ,l- ih-	t;iqj jkt ifCyds'ku gkml



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SEMESTER- **Second Semester**

PROGRAMME:- B.LIB. SC.

PRACTICAL MAX. M: 50 MIN. M:17

COURSE CODE: 2BLIB4,CREDIT:-4

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



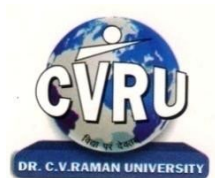
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SEMESTER- **Second Semester**

PROGRAMME:- B. LIB. SC.
COURSE CODE: 2BLIB5,CREDIT:-8
COURSE:- Project/Dissertation

GUIDELINE FOR PREPARATION OF PROJECT REPORT



DR. C. V. RAMAN UNIVERSITY

Kargi Road Kota, Bilaspur, Chhattisgarh
Phone : 07753-253851, Website: www.cvru.ac.in

PROJECT REPORT FORMATE

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in (Annexure-IV)
- ❖ Declaration by the candidate (Annexure –V)
- ❖ Certificate of Supervisor/s (Annexure –VI)
- ❖ Acknowledgements (Annexure –VII)
- ❖ Table of Contents (Annexure –VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations(Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT:

The text the Project Report is usually divided in to chapter ‘s with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I

Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II

Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report.

Chapter-III

Research Methodology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study

and why this method was the most appropriate.

Chapter-IV

Observations & Analysis:- Observations, Analysis and Interpretation should be done as per data collected from sample.

Chapter-V

Results Conclusions and Suggestions:- The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text:

Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically.

Example (i): Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14)

used the Example (iii) : Rhoades et. al (2008)

define the

References:

All publications listed in the Project Report should be presented in a list of references, following the sample.

Citation from Project Report:

- Kundur., D. (1999), Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko., sL. (2001), One-pass Training of Optimal Architecture Auto-associative Neural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc., Vol. 5, no.3, 257-290.

Citation from BOOK:

- Thompson, D. ed., (1995), The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.:0987654.
- Lindsay, D. (1999), A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.:12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”, <http://altern.org/watermark/>, (Browsing date: 23rd September 1997)

Publication of the University of Geneva (on digital watermarking): http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html (Browsing Date: 4th January 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English	Font size For Hindi
TitlePage 18-24	18-24
Headings / subheadings 12-16	16-20
Text 12	14
Footnotes 8-10	10-12

Footnotes be given on the same page where reference is quoted

2. Typestyle

Times New Roman for English Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Project Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

7. Maintain uniformity in writing the *Project Report*.
8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report*.
9. The final submission of the *Project Report* shall be in **03 hard bound copies and 01 soft copy (MS Word) in a CD** along with all the corrections and suggestions as recommended before.

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER
SHALL LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

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Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

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<University"slogo>

**Dr. C.V. Raman University
Kota, Bilaspur (C.G.)**

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For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

© **<Year><Name of the student>.All rights reserved.**

(Font: Times New Roman, Size: 10, Bold, Centered)

**THE TITLE OF THE PROJECT REPORT IN THE INNER
COVER SHALL
LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

DECLARATION

I the undersigned solemnly declare that the Project Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor(s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in thereferences.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in thereferences.

(Name & Signature of the Student)

Registration No.:

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled “ title of the Project Report ” is a record of own work carried out by <**Name of Student** >under my supervision for the award of degree of **Programme Name** Dr. C.V. Raman University, Bilaspur(C.G.)-India.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate him self/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor

(Name and signature of the Supervisor
With designation and Name of Organization)

ANNEXURE-VII

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides<.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables:(If applicable)	II
List of Figures :(If applicable)	III
List of Abbreviations/Symbols(If applicable)	IV

Chapter-I	Introduction	1.....
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
	
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire/Formula/Diagnosis/Any other Supporting Documents