

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

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

- **Scheme of Examination**
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- **Counseling and Study Structure**
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- **Guideline For Preparation of Dissertation Report**



**INSTITUTE OF OPEN AND DISTANCE EDUCATION
(IODE) DR. C.V.RAMAN UNIVERSITY**

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH
PHONE : 07753-253851, WEBSITE: www.cvru.ac.in

ABOUT DR. C. V. RAMAN UNIVERSITY

Dr. C.V. Raman University, located in the rural-tribal region of Kota, Bilaspur, Chhattisgarh, has significantly transformed higher education in terms of its quantity, quality, and accessibility over the past eighteen years. Dr. C. V. Raman is a private university located in Central India. It was established on November 3, 2006, in compliance with provision 2(f) of the UGC Act of 1956. The institution offers more than 62 academic programmes across 14 departments, encompassing various fields such as science, engineering, law, arts, commerce-management, information technology, pharmacy, education, and physical education. The university is the first private institution to be accredited with an "A" grade by NAAC and is also ISO 9001:2015 certified. The organisation that obtained certification to establish its own community radio station in Chhattisgarh is CVRU, which is situated on a 70-acre plot of land. The radio station is named "Radio-Raman-90.4."

The institution is home to over 4500 students and 298 faculty members who are committed to their job with unflinching dedication. They strive to include the latest advancements in research and instruction while also demonstrating empathy and engaging in community service. The University has made significant efforts to transform itself into a prominent global educational institution that has established a unique and distinguished position. It is actively seeking new sources of wisdom and knowledge in order to distinguish itself significantly from others. Students are driven by the institution, which provides a platform for them to embody the concept of "BE CHANGE" (institution slogan). The university's establishment is rooted in the concepts and convictions of Dr. C.V. Raman, the inaugural Indian laureate of the Nobel Prize in science, whose comments succinctly capture the fundamental principles of the school.

The university has initiated collaboration with NSDC through CVRU-NSDC Skill Academy to deliver skill-oriented programmes, as part of its commitment to fulfil the purpose of skill development in India. Each regulatory authority, such as the AICTE, NCTE, BCI, PCI, and UGC, establishes and upholds criteria for degrees, diplomas, certificates, and other educational specializations.

In addition to academic programmes, the institution offers several amenities and services to its students, including NCC, NSS, Smart Classrooms, ITBI, hostels, transportation, and placement facilities. The University has established a total of 14 Centers of Excellence to foster students' interest in art and science and enhance their knowledge both internally and outside. The 14 centres are CEAER, Rabindranath Tagore International Arts and Culture, CERTE, Chhattisgarh Museum (Sanjohi), Biotechnology Research, Renewable and Green Energy, Performing Art and Raigarh Kathak, Skill Development and Industrial Consultancy, Future & High-end Skills, Vanamali Srijan Peeth, Chhattisgarh Sodh and Srijan Peeth, GIS and Remote Sensing, and Innovation, Incubation and Entrepreneurship Development. A fully automated library has been developed to give students with an automated library system. This system allows students to access the library's digital learning resources and benefit from them.

VISION

Dr. C. V. Raman University's constant innovation in research, education, creativity, and business embracing social, ethical, human, and spiritual principles will have a revolutionary effect on society.

MISSION

- To create transformative educational experience for students focused on deep disciplinary knowledge problem solving, leadership, communication and interpersonal skill, and personal health and wellbeing.
- Creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation and entrepreneurship can flourish.
- Ensuring individuals can achieve their full potential.
- To impact society in a transformative regionally, nationally and globally by engaging with partners outside the traditional border of the University campus.

OUR OBJECTIVES

- Dr. C.V. Raman University aims to provide quality education, which will not only help in the student's Intellectual growth but also help the students in becoming responsible adults. Our aim is
- Since our university is located in the tribal dominated area, scholarship opportunities are also given to ST and SC students to help them get quality education and increase their awareness level.
- To provide quality education and make provisions for research that enables students to achieve bright professional careers.
- To establish state-of-the-art facilities for students.
- To provide students an exposure to an industry environment, which is addressed through seminars, workshops, and regular field and industry visits.
- To nurture a higher level of intellectual ability through highly qualified faculties and a great library.
- Create research-oriented environment and innovation.

- To maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by all its and regulatory bodies AICTE, NCTE, BCI, PCI & UGC.
- To provide world-class infrastructure for recreation, sports and a Shri J. P. Choubey Central Automatic Digital library with digital learning resources like CAS, SDI, resource sharing, list of latest arrivals, On-line e-resources, OPAC Services, Central Library is automated with KOHA Library Management Software integrated with RFID System.
- To support students through internships and placements for better opportunities.
- Conduct regular revision of curriculum & academic audits.
- Use of modern technologies for teaching to the student like projector, Smart Class Room, ICT Lab, Language Lab, Research Lab, Seminars, and involving students in teaching for talent acquisition.

OUR CORE STRENGTH

- **Peaceful Environment:** 70-acre green campus. The whole campus of CVRU is surrounded by a huge and green forest area with a significant range of Bio-Diversity consisting of the dense flora and fauna located on the Bilaspur Amarkantak Highway with a huge opportunity of exploration & scientific research.
- **Educational Legacy:** University's whole dedication & commitment to academics is a direct motivation, inspired by the Chancellor (President Awardee) in the form of visionary leadership.
- **Programs in Broader Level:** CVRU offers programmes in almost all domains of specialisations at graduate (UG), postgraduate (PG), diploma, P-G diploma, integrated and Doctoral level which involve various professional, job-oriented, value-added courses, enrichment courses, technological courses, managerial courses, legal, vocational and skill development courses which fulfils the need for the complete development of the student & thereby of the nation and skill India mission.
- **Student Diversity:** CVRU campus has vibrant cultural ambience where students are from various states across the country.
- **Tribal Students:** Sincere, disciplined, mannered, cultured, enthusiastic, respectful proactive and huge percentage of our students are from SC/ST/OBC category & Rural background.

- **Multi-disciplinary** academic excellence through exceptional quality of its modern, comprehensive, inspiring, experiential, expansive & inclusive education system with special emphasis on skill & core human values.
- **Location:** Situated in the rural and tribal belt of the state of Chhattisgarh which caters to the social benefits, educational needs and developmental needs of the learners staying in vicinity of rural and economically poor background.
- **In-campus community Radio:** “90.4 Radio Raman” for spreading awareness regarding health, hygiene, medicine, education and other social-benefits
- **Automated Library** infrastructure with effective use of e-resources.
- Qualified young, dedicated, skilled and competent faculty members with leadership qualities.
- Excellent infrastructure & academic ambience with ICT enabled classrooms and well-equipped modern laboratories for effective teaching learning process.
- Outcome based curricula and assessment system implemented.
- Central Instrumentation-Facility with cutting-edge technology for research, innovations and extension.
- Integration of skill and entrepreneurship in curriculum framework.
- Student centric environment with grievances redressal mechanism, mentoring, career guidance and counselling, training and placement, etc. functional.
- Environment protection initiatives including renewable energy, rain water harvesting, biogas plant, activities on sustainable green practices by IECSC.
- Proactive management and efficient governance system.

APPROVALS & RECOGNITION FROM REGULATORY BODIES

- Dr. C.V. Raman University is recognized by 2(f) under section 22 of UGC (University Grant Commission) Act 1956.
- The AICTE (All India Council of Technical Education) has approved the B.Tech, M.Tech, MBA & Diploma in Engineering Programmes of Dr. C.V. Raman University, Bilaspur.
- NAAC “A” Graded University
- The NCTE (National Council for Teacher Education) has approved the B.Ed & M.Ed Programmes of Dr. C.V. Raman University, Bilaspur.

- The BCI (Bar Council of India) has approved the B.A.L.L.B., L.L.B., & B.Com. L.L.B Programmes of Dr. C.V. Raman University, Bilaspur.
- Dr. C.V. Raman University is the member of the Association of Indian Universities (AIU)
- The University is Approved by CGPURC (Chhattisgarh Private University Regulatory Commission).
- The PCI (Pharmacy Council of India, a statutory body constituted under the Pharmacy Act, 1948) has approved the D.Pharm, B.Pharm & M.Pharm programmes of Dr. C.V. Raman University, Bilaspur.

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 (Performing and Fine Arts)
- Faculty of Commerce
- Faculty of Management
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education & Physical Educations
- Faculty of Law
- Faculty of Pharmacy
- Faculty of Science (Rural Technology)

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 9001:2015 Certified University.
- University of the Year Award 2023 by FICCI.
- CSR National Award 2023, CVRU, CG.
- Zee Madhya Pradesh & Chhattisgarh Education Excellence Award 2020.
- Auropath Global Award 2019 for Best Course & Curriculum Design.
- Leading University of Chhattisgarh Award 2019.
- Zee Madhya Pradesh & Chhattisgarh for Valuable Contribution Award.
- Felicitated for the Pioneering Initiative of accepting NIELIT Qualifiers for Higher Courses.
- ASSOCHAM India Excellence in Education, Training & Development Award 2018.
- World Education Summit Award for Innovation in Open & Distance Learning.
- Education Excellence Award 2018.
- World Education Award 2016 (Dubai).

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 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.

- 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.
- The programmes are offered in compliance to NEP 2020 Guidelines
- The programmes follow the multidisciplinary and inter-disciplinary approach
- Socially and academically relevant programmes based on students' need analysis
- Use of latest information and communication technologies

(A) Programme 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 Library management & research skills to make high-quality administrative.

The B.Lib.I.Sc. programme 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: -

- B.Lib.I.Sc. Programmes objectives is to provide distance learning opportunities to the unreached and in-able them to purpose quality higher Education.
- The Programmes objectives on enabling students to gain subject knowledge generate their own knowledge and converting knowledge into productive action.
- To develop personnel with aptitudes and skills to face the challenges and needs of fast changing society.
- To impart higher education in Library and Information Science.

(B) Relevance of the programme with HEI's Mission and Goals: -

A bachelor's degree in Library Science trains students in modern Library administration and can prepare them for graduate study or careers in public school, corporate military, museum, or special research Libraries.

Degree Programmes may allow students to focus on their particular interests. Recipients of a bachelor's degree in Library Science qualify for Library support positions, depending on the Library. Graduates from this programme are prepared to work in a variety of libraries and information environments using people skills, problem-solving skills and their ability to organize access and evaluate information.

(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 programmes, also those who are willing to develop their professional skill in Library Science are our target group learners.

(D) Appropriateness of Programme to be conducted on open and Distance Learning mode to acquire skills and competence: -

- Library Science Graduates critically evaluate, Synthesize, and disseminate information.
- Library Science Graduates Understand how complex interactions between diverse users, societal factors and information environments affect professional situations.
- Library Science Graduates Facilitate access to, and use of information resources between users and communities.
- Library Science Graduates Evaluate and apply Library and Information Science research to problems of Professional theories, best practices and assessment strategies to the range of information functions.

- Library Science Graduates Practice professional engagement through leadership, service work, lifelong learning and Community engagement.

(E) Expected Outcomes of Programme:

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

(F) Instructional delivery Mechanism & Usage of media for distance learning:

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 is more learner-oriented and the learner is an active participant in the pedagogical (teaching & learning) 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 instruction, which comprises:

- **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.
- **Counselling Session:** Normally counselling sessions are held as per schedule drawn by the IODE, DR. C.V. RAMAN UNIVERSITY. These are mostly held at University counselling centre (UCC).
- **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 University counselling centre (UCC).
- **Industrial Training/ Practical/ Project Work:** Some programmes have industrial training/practical/ project component also. Practicals are held at designated institutions for which schedule is provided by the University counselling centre (UCC). Attendance at practical's is compulsory. For Project work, comprehensive project 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 counselling 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.

(G) EVALUATION SYSTEM

The system of evaluation in Open & Distance Learning System is also different from that of conventional system. CVRU has a multi- tier system of evaluation given as follows:

- Self –assessment exercises within each unit of study.
- Continuous evaluation mainly through assignment which are tutor marked, practical assignments & seminar /workshops / extended contact programmes /Field work / Community engagement.
- End semester examination/Term End Examinations.
- Project works.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking End semester examination /term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the University counselling centre (UCC) at IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. End semester examination /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 End semester examination /Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

(a) Internal Assessment (Continuous Assessment i.e. Home Assignment): 30 % weightage.

(b) End semester examination /Term End Examination - 70 % weightage

End semester examination /Term End Examination (Summative assessment)	70
Internal Assessment (Continuous Assessment)	30
Total Marks	100

(H) TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

CVRU-IODE Programme Guide (2024-25) - FACULTY OF ARTS

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

- 1) Registration for the programme, in which they wish to appear is valid,
- 2) Minimum Time to pursue these courses is elapsed &
- 3) Submission of required number of assignments 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
Institute of Open and Distance Education (IODE)
Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753-253851,

LEARNER SUPPORT DESK:

Phone: 07753253872, 07753-253873, 8359050061

Email: lsd@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/ 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	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%.



Dr. C.V. RAMAN UNIVERSITY
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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 सं.प्र. अकादमी ग्रंथ

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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	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.

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



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

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	एडवांन्सड कैटलागिंग प्रैक्टिस : सी.सी.सी.एवं	गौतम जे.एन.	वाए.के. पब्लिशर आगरा



Dr. C.V. RAMAN UNIVERSITY
 Institute of Open and Distance Education (IODE)
 Kargi Road, Kota, Bilaspur (C.G.)

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



Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

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



Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **Second Semester**

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

COUNSELLING AND STUDY STRUCTURE

First Semester

Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)				Project Work/ Dissertation
				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	44	24	36	
1BLIB5	Information Services	4	120	16	68		36	

Second Semester

2BLIB1	Library Cataloguing Theory	4	120	16	68		36	
2BLIB2	Library Cataloguing Practice	4	120	16	44	24	36	
2BLIB3	Reference and Information Sources	4	120	16	68		36	
2BLIB4	Information Technology: Basics	4	120	16	68		36	
2BLIB5	Project/Dissertation/Internships & Viva Voce	4	120					120

STUDY MODULES AND BOOK 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
1BLIB5	Information Services	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 Technology : Basics	CVRU Module

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE STUDY CENTRE		
Year	Assignment No.	Due Date
Semester - I	1BLIB1	
	1BLIB2	
	1BLIB3	November/ December 30 (for July session)
	1BLIB4	
	1BLIB5	
Semester - II	2BLIB1	April 30 (for July Session)
	2BLIB2	
	2BLIB3	
	2BLIB4	

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

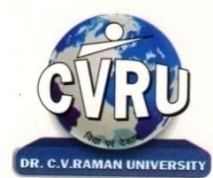
1. Assignment questions are available on the university website (cvru.ac.in). Learners support division will also send assignment questions to learners through mail Id. Each course has one/ two/three assignments as per course credit. It can be online/offline, All assignments should be completed and submitted (offline and online) at IODE CVRU before the due date.
असाइनमेंट प्रश्न विश्वविद्यालय की वेबसाइट (cvru.ac.in) पर उपलब्ध हैं। शिक्षार्थी सहायता प्रभाग शिक्षार्थियों को मेल आईडी के माध्यम से असाइनमेंट प्रश्न भी भेजेगा। प्रत्येक पाठ्यक्रम में पाठ्यक्रम क्रेडिट के अनुसार एक/दो/तीन असाइनमेंट होते हैं। यह ऑनलाइन/ऑफलाइन हो सकता है, सभी असाइनमेंट पूरे होने चाहिए और नियत तिथि से पहले IODE CVRU पर (ऑफलाइन और ऑनलाइन) जमा किए जाने चाहिए।
2. Online assignment questions will be also sent to learners' email IDs via Google Forms. Learners must submit assignments according to the given time and instructions.
असाइनमेंट प्रश्न Google फॉर्म के माध्यम से शिक्षार्थियों की ईमेल आईडी पर भेजे जाएंगे। शिक्षार्थियों को दिए गए समय और निर्देशों के अनुसार असाइनमेंट जमा करना होगा।
3. 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।
4. 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 सतत मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।
5. 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 होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)
6. 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।
7. 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।

8. Please do not copy the assignment from other student.
कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।
9. 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।
10. 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।
11. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU. 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 के 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.

GUIDELINE FOR PREPARATION OF PROJECT REPORT



INSTITUTE OF OPEN AND DISTANCE EDUCATION
DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, DISTT. - BILASPUR
CHHATTISGARH

PROJECT REPORT FORMATE (IODE)

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 Methology: - 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)

{Here put a gap of 4 lines}

Project Report submitted to

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

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<University"slogo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION

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)

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}

INSTITUTE OF OPEN AND DISTANCE EDUCATION

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.

ANNEXURE-VI

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** of Institute of Open and Distance Education 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)

(Signature of Academic Coordinator)

(Seal of IODE)

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:(<i>If applicable</i>)	II
List of Figures :(<i>If applicable</i>).....	III
List of Abbreviations/Symbols(<i>If applicable</i>).....	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 Supporting Documents	other

Note

A series of horizontal dashed lines for writing notes.