PROGRAMME GUIDE

MASTER OF LIBRARY AND INFORMATION SCIENCE(M.Lib.I.Sc.)

- **Scheme of Examination.**
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- **Counseling and Study Structure.**
- **Study Modules & Books Information.**
- **Date Schedule & Instructions for Submitting Assignments.**
- **Guideline for Preparation of Dissertation Report**

DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR,CHHATTISGARH(C.G.)
PHONE:07753-253801, Website:www.cvru.ac

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 interpleural 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 leader ship.

- Programs in Broader Level: CVRU offers programmes in almost all domains of specialisa tions 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, compre hensive, inspiring, experiential, expansive & inclusive education system with special empha sis 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, BBA, 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.LB. & 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 CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) 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 9001:2015Certified 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 Centre for Distance and Online Education (CDOE) 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 Programmesin the job market. They are launched with a view to fulfill 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 Centre for Distance and Online 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 M.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: -

- M.Lib.I.Sc.Programmes objectives are 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 Master's degree in Library Science trains students in modern Library administration and can prepare them for post graduate study or careers in public school, corporate military, museum, or special research Libraries, academic libraries, information centers .

Master degree Programmes may allow students to focus on their particular interests. Recipients of a Master's degree in Library Science quality for Library support positions, depending on the Library. 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 Post graduates critically evaluate, Synthesize, and disseminate information.
- Library Science Post Graduates Understand how complex interactions between diverse users, societal factors and information environments affect professional situations.
- Library Science Post Graduates Facilitate access to, and use of information resources between users and communities.
- Library Science Post 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 Post Graduates Practice professional engagement through leadership, service work, lifelong learning and Community engagement.

E) Expected Outcomes of Programme:

- Librarian: Students can work as librarians in libraries.
- Information Specialist: Students can work as information specialists.
- Content Manager: Students can work as content managers.
- Digital Library Specialist: Students can work as digital library specialists.
- Communication Skills: Students will develop communication skills, which will help them to provide information services effectively.
- Leadership Skills: Students will develop leadership skills, which will help them to manage information services.
- Use of Information Technology: Students will be able to use information technology to provide information services.
- Research and Analysis: Students will be able to conduct research and analysis, which will help them to improve information services.

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 CDOE, DR. C.V. RAMAN UNIVERSITY. These are mostly held at CDOE.

- **Teleconferences:** Live teleconferencingsessions 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 CDOE.

- **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 CDOE. 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 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.

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 CDOE at 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 Centre for Distance and Online 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 forInternal 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

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:

<div align="center">

The Director
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753-253851,

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LEARNER SUPPORT DESK:
Phone: 07753253872, 07753-253873
Email:lsd@cvru.ac.in

Master of Library and Information Science (M.Lib.I.Sc.)

PROPOSED SCHEME OF EXAMINATION

Duration: 12 months (1 Year) Eligibility: B.Lib.I.Sc./B.Lib.Sc

Course Code	Name of the Course	Credit	Total Marks	Theory		Assignments/Project Viva Voce		Practical/Project Report	
				Max	Min	Max	Min	Max	Min
First Semester									
1MLIB1	Information, Communication And Society	4	100	70	25	30	11		
1MLIB2	Management of Library And Information Centres	4	100	70	25	30	11		
1MLIB3	Information Processing and Retrieval	4	100	70	25	30	11		
1MLIB4	Fundamentals of Information Communication Technologies	4	100	70	25	30	11		
1MLIB5	Information Retrieval & Network Centers	4	100	70	25	30	11		
Total aggregate required to pass		**20**	**500**	**350**	**140**	**150**	**60**		
Second Semester									
2MLIB1	Preservation and Conservation of Library Material	4	100	70	25	30	11		
2MLIB2	Research Methodology	4	100	70	25	30	11		
2MLIB3	Academic Library System & Services	4	100	70	25	30	11		
2MLIB4	Public Library System & Services	4	100	70	25	30	11		
2MLIB5	Universe of Knowledge, Information and Communication	4	100	70	25	30	11		
2MLIB6	Project/Dissertation/Internship & Viva Voce	4	200	-	-	100	36	100	36
Total aggregate required to pass		**20**	**700**	**350**	**140**	**250**	**100**	**100**	**40**

Evaluation Scheme:

· Total passing marks for each theory, practical, project/dissertation & internal assessment will

be 36% .

· The aggregate pass marks in each year shall be 40%.

SEMESTER- 1ˢᵗ Subject Code: 1MILB1 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: INFORMATION, COMMUNICATION AND SOCIETYTheory Min. Marks: 25
COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Information & Communication ·
  To be able to understand the different kinds of Information & Communication
- Complete Development about Information & Communication.
- Making Research in mind and approach.
- To be able to understanding The Information & Communication
- Complete Knowledge about Information & Communication
- Preparing him/her for national level competitive examination

Unit -I

Information: Nature, Property and Scope, Data Information and Knowledge : Intellectual Assets, Data: Definition, Types, Nature, Properties and scope, Information: Definition, Types, Nature, Properties and Scope, Knowledge: Definition, Types, Nature, Properties and Scope,

Unit -II

Information Generation and Communication, Information, Communication Process, Media and Diffusion

Unit III

Generation of Information: Modes and Forms, Information Theory: Measure and Contents Evaluation, Digital Information,

Unit-IV

Information and society, Social Implications of Information, Information as an Economic Resource, Information Policies: National and International, Information Infrastructure – National and Global, Information Society,

Unit –V

Knowledge and Society, Knowledge Society, Knowledge Management: Concept and tools,

COURSE OUTCOMES:
- Students should be able to identify the problems and capable to decide the application for future development.
- Apply critical thinking , independent judgment, intercultural sensitivity and regional, national and global perspectives to identify and solve problems in the discipline of the Arts, Languages and Social Sciences;
- Demonstrate capacity for reflection, planning, ethical decision- making and inter-disciplinary team work in diverse contexts of community engagement.

REFERENCE BOOKS:

- Information Communication and Society - - Ajay PratapSingh ESS ESS Publications.
- Pustakalaytatha SoochnaSevakaVikash (H) –NupurJhanji - Ajay Publishers Bhopal · Thesaurus construction and use: a practical manual Aitchison, J., Gilchrist,&Bawden, D-. 4th ed. London:
- Guidelines for indexes and related information retrieval devices: a technical report. National Information Standard Organization. Baeza-Yates, RBethesda, Maryland:
- Modern information retrieval. Bawden, D. ACM Press; Harlow, Addison-Wesley England · Information seeking and information retrieval: the core of the information curriculum. Journal of Education for Library and Information Science, 48 (2), pp.125-138.
- Web information retrieval. Ceri, S., Bozzon, A., Brambilla, M., Della Valle, E., Fraternali, P. &Quarteroni Heidelberg: Springer.

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	To get knowledge about ancient Library System & Services	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a best library Reference services

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1ˢᵗ Subject Code: 1MLIB2 Course: M.Lib.I.Sc. Theory Max. Marks: 70 SUBJECT: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Library Management
- To be able to understand the different kinds of Library Management
- Complete Development about Library Management
- Making Research in mind and approach.
- To be able to understanding The Library Management
- Complete Knowledge about Library Management
- Preparing him/her for national level competitive examination

Unit – I

Management Perspectives, Concepts and school of Management Thought, Management functions, Total Quality Management, Change Management,

Unit – II

Systems Analysis and Control, Systems Approach, Work Flow and Organisation Routines, Monitoring and. Control Techniques, Performance Measurement and Evaluation Techniques,

Unit – III

Human Resource Management, OrganisationalBehaviour, Managerial Quality and Leadership, Human Resource Planning and Development,

Unit – IV

Financial Management, Budgeting and Types, Budgetary Control System, Costing Techniques, Cost Analysis,

Unit – V

Marketing of Information Products and Services, Information as a Marketable Community, Marketing: Approach and Techniques, E-Marketing.

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Library Building And Furniture Design And Planning - Suresh C Sinha - ESS ESS Publications. · Library Managements Manual For Effective Management - Anil Kumar Dhiman - ESS ESS Publications
- Foundations of information science. Bell, D. Facet Publishing. London:
- The social framework of the information society.M C &Moses,L. (eds), In Derrouzos
- Communication: concept and contexts. Dearnley, J. & Feather, J New York: Harper & Row.
- The wired world: an introduction to the theory and practice of the information society. Debons, Anthony and Larson, Arvid G London: Library Association.
- Information science in action: system design. Delanty, G2 vols. Boston: MartinusNijhoff Publishers.
- Challenging knowledge: the university in the knowledge society. Open University Press.

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, . Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	Student can develop Technical skills which are required for running Technical services in the Library.	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a library services

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1st Subject Code: 1MLIB3 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: INFORMATION PROCESSING AND RETRIEVAL Theory Min. Marks : 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Information Processing and Retrieval · To be able to understand the different kinds of Information Processing and Retrieval · Complete Development about Information Processing and Retrieval
- Making Research in mind and approach.
- To be able to understanding The Information Processing and Retrieval
- Complete Knowledge about Information Processing and Retrieval
- Preparing him/her for national level competitive examination

Unit – I

Organizations of Information, Intellectual Organization of Information, Indexing Languages Part-I – Concepts and Types, Indexing Languages, Classification Systems, Indexing Systems and Techniques, Evaluation of IR Systems,

Unit – II

Bibliographic Description, Principles and Evaluation of Bibliographic Description, Rules for Bibliographic Description, Standards for Bibliographic Record Format, Metadata,

Unit – III

Content Development, Norms and Guidelines of Content Development, Introduction to HTML and XML, Web-based Content Development, Multilingual Content Development,

Unit – IV

Information Storage and Retrieval Systems, ISAR Systems: Objectives and Types, Compatibility ISAR Systems, Intelligent IR Systems,

Unit – V

Information Retrieval, Information Retrieval – Processes and Techniques, Information Retrieval – Models and their Applications, Search Strategy, Processes and Techniques.

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers New Delhi.
- Introduction to modern information retrieval. 3rd ed. Chowdhury, G. G. Facet Publishing. London,
- Subject approach to information.: The Library Association. Fugmann, R.:
- Subject analysis and indexing: theoretical foundation and practical advice. Frankfurt: Verlag, 5th Ed. London ·
- Introduction to information retrieval. Salton, G. and McGill, Michael J McGraw- Hill. . New York ·
- Information analysis in theory and practice Sarkhel, Juran Krishna. Classique Books, Kolkata: ·
- Information retrieval experiment Sparck Jones, Karen London,

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	Student can develop Classification/ Indexing skills which are required for running in the Library.	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a best library services

SEMESTER- 1ˢᵗ Subject Code: 1MLIB4 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGIES

Theory Min. Marks : 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding IT & Library

- To be able to understand the different kinds of IT & Library

- Complete Development about IT & Library

- Making Research in mind and approach.

- To be able to understanding The IT & Library

- Complete Knowledge about IT & Library

- Preparing him/her for national level competitive examination

Unit – I

Computer Technology, Architecture and Technology, Software, Programming,

Unit – II

Communication Technology, Fundamentals of Communication Technology, Networks and Networking, Data Networks, Convergence Technology and Applications,

Unit – III

Communication media network technology, BMS.

Unit – IV

Media and Publishing Technology, Print and Non-Print Media, Publishing and Printing Technology, E Publishing and Networking Publishing, Reprography and Micrography,

Unit – V

Resource Sharing Networks, Library and Information Networks, Bibliographic Utility Networks, Library and Information Networks in India.

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester.
- At the end of the course the students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Information Technology For Librarians, Information Managers - J K Khanna - Y.K. Publishers Agra
- Fundamentals Of Information Communication Technology - Manish Tripathi - Y.K. Publishers. Agra
- Computers today. Basandra, Suresh K. New Delhi: Galgotia Bob, W., &McKellen, M. · A beginner's guide to the PC. Botto, Francis Delhi: Affiliated East West Press,. · BradleyMultimedia, CD-ROM and compact disc: a guide for users and developers. New Delhi Galgotia
- Facet. Bradley, P. How to use Web 2.0 in your library.London
- Bradley, P., &Aslib.Internet power searching: the advanced manual. NealSchuman Publishers New York
- Chowdhury, G. G., & Chowdhury, S.World Wide Web: how to design and construct web pages. Aslib London
- Searching CD-ROM and online information sources. Facet Publishing London

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	Student can develop library network, Resources skills which are required for running Library services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library network services

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1st Subject Code: 1MLIB5 Course: M.Lib.I.Sc. Theory Max. Marks: 70
SUBJECT: INFORMATION RETRIEVAL & NETWORK Theory Min. Marks : 25

COURSE OBJECTIVE:

- To provide an overview of Information Retrieval.
- To introduce students about insights of the several topics of Information retrieval such as – Boolean retrieval model,
- Vector space model Latent semantic indexing,
- XML and Image retrieval model.
- To provide comprehensive details about various Evaluation methods. d. To provide Implementation insight about the topics covered in the course.

Unit – I

Models for information retrieval: Input- Output Models and Theoretical Models. type of search- keyword search, Phrase search, keyword and subject search, truncation search, range search. Boolean logic and Venn Diagram.

Unit – II

Indexing : History and Development subject indexing, Pre-coordinate Indexing and Post- coordinate Indexing, Special type of indexing - citation indexing; automatic indexing - PRECIS, POPSI, KWIC, KWOC.

Unit – III

Abstracting : Uses and Techniques of abstracting, Abstracting services in different disciplines, Indexes in abstracting services.

Unit – IV

Professional Organizations Promoting Information System Professional Organizations at international level (FID, IFLA, ISKO) Professional Organization at National level (ALA, SLA, LA, ASLIB, ILA, IASLIC, SIS, ALSD)

Unit – V

Information Systems: definition, objectives, need, importance and types. UNISIST (Global Information system)-rationale, objectives, impact of UNISIST , NISSAT- history, structure, objectives, Activities, of NISSAT, Sectoral Centers- their field, scope and contribution.

COURSE OUTCOME:

- Student's expected capabilities in this area at the end of semester.
- Capable students in the basics of professional skills for information / knowledge management, so that they serve the society through their knowledge .
- To give the students an understanding of the basic principles of Library and Information Science and to enable them to understand, appreciate and develop.

TEXT BOOKS:

- Library legislation in India Rout, R. K. Reliance. Ray, Swapna New Delhi:
- Public library act in Indian perspective. Sahai, S.ProvaPrakashani. Kolkata
- Library and community. Today & Tomorrow. Sandy, N. New Delhi
- Copyright in further and higher education libraries. Sharma, Pandey S.K. Facet Publishing. London
- Library and society. Shera, J. H. EssEss Publications. New Delhi
- Sociological foundations of librarianship. Shera, J. H. Asia Pub. House. New York

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	Student can develop Classification/ Indexing and Abstracting skills which are required for running in the Library.	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a best library services

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 2nd Subject Code: 2MLIB1 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL

Theory Min. Marks : 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Library

- To be able to understand the different kinds of Library Material

- Complete Development about Library Preservation and Conservation.

- Making Research in mind and approach.

- To be able to understanding The Library Management

- Complete Knowledge about Library Acquisition and Preservation

- Preparing him/her for national level competitive examination

Unit – I

Library Materials: Preservation and conservation, Need for Preservation and Conservation, Historical Development of Writing Materials, Palm Leaves 'Birch'Bark: Their Nature and Preservation, Manuscripts, Books, Periodicals, News

Unit – II

PAPERs, Pamphlets, ets., Non-book Materials,

Unit – III

Hazards to Library Materials and Control Measures, Environmental Factors, Biological Factors, Chemical Factors, Disaster Management,

Unit – IV

Binding, Types of Binding, Binding Materials, Binding Process, Standards of Building,

Unit – V

Restoration and Reformatting, Materials Repair, Microfilming and Digitization, Practicals:

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

TEXT BOOKS:

- New Pelican Guide to English LiteratureModern Age-Vol.7.Boris Ford Penguin Books Delhi
- Twentieth Century English Poetry Anthony Thwaite penguin books Delhi

REFERENCE BOOKS:

- Preservation And Conservation For Libraries And Archives - Nelly Balloffet-ESS ESS Publications
- Preservation of information resources in academic libraries in Nigeria: case study of Federal University of technology, Amazi, I. Imo State University, Owerri.
- Principles of the use of the library. Edom, B. O. Springfield publishers. Owerri: · The future of the past: preservation in Amorval Research Libraries. Smith, A. Council of Library and Information Resources. Washington,

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Library Assistant, Library Attendant	Student can develop Classification/ Indexing skills which are required for running in the Library.	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a best library services

Dr. C.V. RAMAN UNIVERSITY

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

SEMESTER- Second Semester

SEMESTER- 2 nd Subject Code: 2MLIB2 Course: M.Lib.I.Sc. Theory Max. Marks: 70

SUBJECT: RESEARCH METHODOLOGY   Min. Marks: 25

UNIT I

Fundamentals of Research, Introduction, Scope and Significance of Research, Types of Research, **Research Process,** Introduction, Research Process, Research Process/Plan, Steps involved in Preparing Market Research Plan or Designing a Research, What are the Criteria or Characteristics of a Good Research?, **Scientific Method in Research,** Introduction, Process and Logic in Scientific Research, Characteristics of Scientific Method, Why MR cannot be considered Scientific?, Distinction between Scientific and UnscientificMethod.

UNIT II

Problems In Research, Introduction, Identifying Research Problem, Sources for Problem Identification, Self Questioning by Researcher while Defining the Problem, Concepts, Constructs, Theoretical Framework, Objectivity in Research, **Hypothesis,** Introduction, Meaning of Hypothesis, Formulation of Research Design, Types, Exploratory Research Methods, Conclusive Research, **Causal Research,** Introduction, Causal Research or Experimental Research, Types of Extraneous Variables, Concomitant Variable, Systematic Approach to Solve a Research Problem, ExperimentalDesigns.

UNIT III

Concept of Measurement, Introduction, Features of a Good Design, Meaning of Measurement, Errors in Measurement, Techniques of Measurement, Sample Questionnaire Items for Attitude Measurement, **Scaling Techniques,** Introduction, Types of Scale, Scale Construction Techniques, Sampling Design**,** Introduction, Meaning and Concepts of Sample, Steps in Sampling, Criteria for Good Sample, Types of Sample Design, Distinction between Probability Sample and Non-probability Sample.

UNIT IV

Data Collection, Introduction, Types of Data-Sources, Miscellaneous Secondary Data, Tools for Data Collection, Designing the Questionnaire, Questionnaire Designing, Mail Questionnaire, Sample Questionnaires, **Pilot Study,** Introduction, Case Study, Data Processing, Data Analysis, **Test of Significance,** Introduction, Assumptions about Parametric and Non-parametric Test, Parametric Tests, F Test, SPSS and its Applications.

UNIT V

Interpretation, Introduction, Meaning, Techniques of Interpretation, Interpretation of Regression Equation, **Report Writing,** Introduction, Significance of Report Writing, Steps in Report Writing, Layout of Report, Types of Reports, Executive Summary, Mechanics of Writing Reports,

Precautions for Writing Report, Norms for using Tables, Charts and Diagrams, Graphs, Norms for Using Index and Bibliography. **Oral Presentation,** Introduction, Nature of an Oral Presentation, Guidelines, Checklist for Oral Presentation.

REFERENCEBOOK:

1. Research Methodology-C R Kothari HimalyaPublication
2. Research Methdology-P K Manoharan , APH Publishing
3. Cooper and Schindler: Business Research Methods,TMH

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Professor Library Assistant, Library Attendant Indexer Bibliographer	To get knowledge about Academic Library System & Services	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services

DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 2nd Subject Code: 2MLIB3 Course: M.Lib.I.Sc. Theory Max. Marks: 70
SUBJECT: ACADEMIC LIBRARY SYSTEM & SERVICES

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Academic Library

- To be able to understand the different kinds of Academic Library

- Complete Development about Academic Library

- Making Research in mind and approach.

- To be able to understanding The Academic Library

- Complete Knowledge about Academic Library

- Preparing him/her for national level competitive examination

Unit – I

Development of Academic Libraries, Academic Libraries: Objectives and Functions, Role of UGC and Other Bodies in Promoting Libraries in Universities.

Unit – II

Colleges and Other Institutions of Higher Learning, Library Governance, Academic Library Services, Financial Management of Academic Libraries,

Unit – III

Collection Development, Collection Development Policy, Weeding Out Policy, Problems in Collection Organization, Collection Development Programmes,

Unit – IV

Staffing Pattern and Staff Development for Academic Libraries, Norms and Patterns of Staffing, Continuing Education Programmes, Personal Management,

Unit – V

Resource Sharing Programme, Resource Sharing: Need and Objectives, INFLIBNET, Library Networks and Consortia.

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester.

- Students should be able to identify the problems and capable to decide the application for future development.

TEXT BOOKS

- Anatomy of Prose Marjorie BoultonKalyani Publishers, New Delhi
- Prose in English Literature. N.K. Singh, I.A. Khan. Omega Publications

REFERENCE BOOKS:

- Libraries in higher education Bavakutty, M. New Delhi EssEss.

- The academic library. 2nd rev. ed. Brophy, Peter London: Facet Publishing.

- The academic library: its context, its purposes, and its operation. Laura B. John Englewood, COLibraries Unlimited. Cohen,

- Library 2.0 initiatives in academic libraries. ALA. Cowley, Chicago:

- Personnel management in libraries. Beard, J. & Holland, M Clive Bingley. Dale, P. London

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Professor Library Assistant, Library Attendant Indexer Bibliographer	To get knowledge about Academic Library System & Services	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services

**SEMESTER- 2ⁿᵈ Subject Code: 2MLIB4 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: PUBLIC LIBRARY SYSTEM & SERVICES**

Theory Min. Marks : 25

COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Public Library

- To be able to understand the different kinds of Public Library

- Complete Development about Public Library

- Making Research in mind and approach.

- To be able to understanding The Public Library

- Complete Knowledge about Public Library

- Preparing him/her for national level competitive examination

Unit – I

Public Library : Basic Concepts, Public Library: Origin and Growth, Public Library and Society, Agencies in the Promotion and Development of Public Library System, National Library Policy and Library Legislation,

Unit – II

Public Library System : Resource Development, Development Plans and Resource Mobilization, Financial Resources, Physical and Documentary Resources, Human Resources,

Unit – III

Management of Public Library System, Organizational Structure of Public Library System, Planning and Administration of Public Libraries, Public Library Norms, Standards and Guidelines, Governance of Public Libraries, Performance Evaluation,

Unit – IV

Public Library Services, Types of Library Services, Application of Information Technology to Public Library.

Unit – V

Resource Sharing Networking, Public Library Scenario in India, UK, USA and Canada

COURSE OUTCOMES:

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Libraries in higher education Bavakutty, M. EssEss. New Delhi:
- The academic library. Brophy, Peter Budd, J 2nd rev. ed. Facet Publishing. London · The academic library: its context, its purposes, and its operation. Laura
- Englewood, CO: Libraries Unlimited. Cohen,
- Library 2.0 initiatives in academic libraries Cowley, John ALA. Chicago
- University libraries and digital learning environments.): Ashgate Publishing Aldershot GB.

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Professor Library Assistant, Library Attendant Indexer Bibliographer	To get knowledge about Public Library System & Services	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services

DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 2nd Subject Code: 2MLIB5 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70
SUBJECT: UNIVERSE OF KNOWLEDGE, INFORMATION AND COMMUNICATION

Theory Min. Marks : 25 COURSE OBJECTIVE:

- Make him/her alert and sharp about Surrounding Subjects.

- To be able to understand the different kinds of Subjects

- Complete Development about Public Library

- Making Research in mind and approach.

- To be able to understanding The Public Library

- Complete Knowledge about Public Library

- Preparing him/her for national level competitive examination

Unit – I

Data (Definition, Properties, Types, Scope and Conceptual difference between data, information and knowledge), Growth of Knowledge (Reason and Implication) and Factors affecting knowledge, Source of Knowledge, Personal and Public Knowledge.

Unit – II

Knowledge Management Definition and concept of knowledge management, Principles of knowledge management, Tools and techniques of knowledge management, Knowledge Management framework. **Unit – III**

Information Products Nature, concepts, types and design of different information products such as Newsletter, House Journals, Trade and product-Bulletins, Technical Digests, Trend Report etc., Marketing of Information Products.

Unit – IV

Information Analysis and Consolidation Centres Genesis, Types, Function and Activities of information analysis and consolidation centers, Planning and Management of Information Analysis and Consolidation Centers (Policy formulation, Management and Resource needed

Unit – V

Characteristics of development of universe of subjects, Structure and attributes of universe of subjects, Modes of formation of subjects, Universe of subjects as mapped in DDC, UDC and CC.) Normative Principles: Law ,Canon of cataloguing.

COURSE OUTCOME:

- Student's expected capabilities in this area at the end of semester.
- Promotes the development of a coherent learning programme, helps to guide students through the programme enables an institution to demonstrate how a particular lecture course or paper contributes to the overall aims of its teaching.

TOUR REPORT/ SURVEY REPORT/ PROJECT REPORT PRACTICALS:

REFERENCE BOOKS:

- Research methods in library and information science. Khan, M. A. Cosmo Publications. New Delhi

- Basic statistics. Goon, A.M., Gupta, M.K. and Dasgupta, B World Press. . Calcutta: ·

- Qualitative Research for the Information Professional: a practical handbook. Gorman, G.E. & Clayton, Peter. 2nd ed. Facet. London

- Descriptive statistical techniquesforlibrarians. (2^{nd}ed.). Hafner, Arthur WAmerican Library Association. Chicago:

- Jennifer G., Gradiva C. Search engine optimization: An hour a day. London: John Wiley & Sons. ·

- Electronic publishing: The definitive guide. Karen S. W. Marilynn B, Stone, T.Hard Shell Word Factory. UK:

- Networking in the humanities: Proceeding. Kenna, S. & Ross S. Bowker-Saur, London.

Job opportunity	Employability skill developed	Local/National/UN DP Goal Achieved	Entrepreneurship Opportunity
Librarian, Assistant Librarian, Deputy Librarian, Assistant Professor , Professor Library Assistant, Library Attendant Indexer Bibliographer	To get knowledge about ancient Library System & Services	No poverty, QualityEducation, Decent Work	Can be able to setup a new library and provide a best library Reference services

COUNSELLING AND STUDY STRUCTURE

First Semester

Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)				
				Face to Face Counselling	Self study	Practical	Assignments	Project
1MLIB1	Information, Communication and Society	4	120	16	68	-	36	
1MILB2	Management of Library And Information Centres	4	120	16	68	-	36	
1MLIB3	Information Processing and Retrieval	4	120	16	68	-	36	
1MILB4	Practice Fundamentals of Information Communication Technologies	4	120	16	44	24	36	
1MLIB5	Information Retrieval & Network Centers	4	120	16	68	-	36	

Second Semester

Course Code	Title of the Course	Credit	Total Hours of Study	Face to Face Counselling	Self study	Practical	Assignments	Project
2MLIB1	Preservation and Conservation of Library Material	4	120	16	68	-	36	
2MLIB2	Research Methodology	4	120	16	68	-	36	
2MLIB3	Academic Library System & Services	4	120	16	44	-	36	
2MLIB4	Public Library System & Services	4	120	16	68	-	36	
2MLIB5	Universe of Knowledge, Information and Communication	4	120	16	68	-	36	
	Project/Dissertation /Internship & Viva Voce	4	120	-	-	-		120

STUDY MODULE AND BOOK INFORMATION

Course Code	Name of the Course	Module/Books to be Used
First Semester		
1MLIB1	Information, Communication and Society	CVRU Module
1MLIB2	Management of Library And Information Centres	CVRU Module
1MLIB3	Practice-Fundamentals of Information Communication Technologies	CVRU Module
1MLIB4	Information Retrieval & Network Centers	CVRU Module
1MLIB5	Information Retrieval & Network Centers	CVRU Module
Second Semester		
2MLIB1	Preservation and Conservation of Library Material	CVRU Module
2MLIB2	Research Methodology	CVRU Module
2MLIB3	Academic Library System & Services	CVRU Module
2MLIB4	Public Library System & Services	CVRU Module
2MLIB5	Universe of Knowledge, Information and Communication	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	1MLIB1 1MLIB2 1MLIB3 1MLIB4 1MLIB5	November/ December 30 (for July session)
Semester - II	2MLIB1 2MLIB2 2MLIB3 2MLIB4 2MLIB5	April 30 (for July Session)

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 CODE 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/ ऑफ़लाइन हो सकता है, सभी असाइनमेंट पूरे होने चाहिए और नियत तिथि से पहले CODE CVRU पर (ऑफ़लाइनऔरऑनलाइन) 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 फ़ॉर्म के माध्यम से शिक्षार्थियों की ईमेल आई डी पर भेजे जाएंगे।शिक्षार्थियों को दिए गए समय और निर्देशों केअनुसारअसाइनमेंटजमा 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 होंगेआप 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 Programmme 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।सतमूल्यांकन 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 फोटो प्रति 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 स्पष्टए वं स्वयं के शब्दों मेंहोना 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 CDOE 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 कार्यकम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन्विश्वविद्यालय के ई -मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि येमूल्यांकन पद्धति के अंग हैं।

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

GUIDELINE FOR PREPARATION OF DISSERTATION REPORT
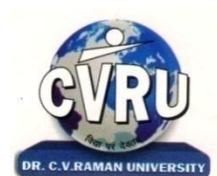
CENTRE FOR DISTANCEAND ONLINE EDUCATION

DR. C.V. RAMAN UNIVERSITY

KARGI ROAD, KOTA, DISTT. - BILASPUR

CHHATTISGARH

DISSERTATION

REPORT FORMAT CDOE

PROGRAMME(M.Lib.I.Sc.)

TheDissertationReport consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the followingsequence.

THE PRELIMINARIES:

❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Bluebackground).

❖ Title Page (Inner Cover) as per the format given in AnnexureIV

❖ 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 to.continue according to the table ofcontents.

THE TEXT OF THE DISSERTATION REPORT

The text the Dissertation Report is usually divided in to chapters with subheadings, within the chapters to indicate the orderly progression of topics and their relation to eachother

Chapter-I Introduction: - The Dissertation 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 Dissertation Report .

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Dissertation 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 fromsample.

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 thetopic.

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 …..

REFERENCE BOOK: All publications listed in the DissertationReport   should be presented in a list of REFERENCE BOOK, following thesample.

Citation from Dissertation Report :

➢ Kundur., D. (1999),Mulitresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Dissertation Report , University ofToronto.

Citation from Journal:

➢ Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural 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 Books:
➢ 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 September1997)
Publication of the University of Geneva (on digital watermarking): <http:// cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:

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

REFERENCE BOOK must be given alphabetically in REFERENCE BOOK section and in text as …..

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

Appendices:

- Questionnaire /Formula /Diagnosis/Any other SupportingDocuments

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 isquoted

2. Typestyle

Times New RomanforEnglish   Kruti dev 10 forHindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, 3/4 - 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 *Dissertation 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 *Dissertation Report* shall be typed on one side only with double space with appropriatemargin.

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 followedconsistently.

7. Maintain uniformity in writing the *Dissertation Report*.

8. All copies of the *Dissertation Report* are to be bound in colored hard cover (according to color code) of the *Dissertation Report*.

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DECLARATION

I the undersigned solemnly declare that the Dissertation 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 Dissertation 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 Dissertation 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 Dissertation Report and giving their details in the REFERENCEBOOK.

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 the REFERENCEBOOK.

(Name & Signature of the Student)

Registration No.

CERTIFICATE

This is to certify that the work incorporated in the Dissertation Report entitled " title of the Dissertation 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 CENTRE FOR DISTANCE AND ONLINE EDUCATIONDr. C.V. Raman University, Bilaspur (C.G.)-India.

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

i. Embodies the work of the candidatehimself/herself,

ii. Has duly beencompleted.

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 CDOE)

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 Dissertation report.

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

< Name of Student >

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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 Dissertation report.	…….
Appendixes	Questionnaire/Formula/Diagnosis/Anyother Supporting Documents	…….

<u>Note</u>

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