



DR. C. V. RAMAN UNIVERSITY

Kargi Road Kota, Bilaspur, Chhattisgarh
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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%.



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

SEMESTER- 1st Subject Code: 1MILB1 Course: M. Lib.I.Sc..I.Sc. Theory Max. Marks: 70

SUBJECT: INFORMATION, COMMUNICATION AND SOCIETY Theory 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



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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, Organisational Behaviour, 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, Quality Education, 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.ISc..ISc. 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, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



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

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



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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, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



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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 Literature Modern 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, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



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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 Unscientific Method.

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, Experimental Designs.

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 Methodology-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



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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 Boulton Kalyani 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, CO Libraries 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



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

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



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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. (2nded.). 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. Marilyn 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)				Project
				Face to Face Counselling	Self study	Practical	Assignments	
1MLIB1	Information, Communication and Society	4	120	16	68	-	36	
1MLIB2	Management of Library And Information Centres	4	120	16	68	-	36	
1MLIB3	Information Processing and Retrieval	4	120	16	68	-	36	
1MLIB4	Practice Fundamentals of Information Communication Technologies	4	120	16	44	24	36	
1MLIB5	Information Retrieval & Network Centers	4	120	16	68	-	36	

Second Semester

2MLIB 1	Preservation and Conservation of Library Material	4	120	16	68	-	36	
2MLIB 2	Research Methodology	4	120	16	68	-	36	
2MLIB 3	Academic Library System & Services	4	120	16	44	-	36	
2MLIB 4	Public Library System & Services	4	120	16	68	-	36	
2MLIB 5	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 (ऑफ़लाइन 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 फ़ॉर्म के माध्यम से शिक्षार्थियों की ईमेल आई डी 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 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 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 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 कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामचंद्र 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.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 DISTANCE AND ONLINE EDUCATION

DR. C.V. RAMAN UNIVERSITY

KARGI ROAD, KOTA, DISTT. - BILASPUR

CHHATTISGARH

DISSERTATION

REPORT FORMAT CDOE

PROGRAMME(M.Lib.I.Sc.)

The Dissertation 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 to continue according to the table of contents.

THE TEXT OF THE DISSERTATION REPORT

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

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 Methodology: - The supervisor and the student may decide how this part of the Dissertation Report should be structured. Although this section varies depending upon 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

REFERENCE BOOK: All publications listed in the Dissertation Report should be presented in a list of REFERENCE BOOK, following the sample.

Citation from Dissertation Report :

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

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (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 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 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,.

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 Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English

TitlePage 18-24

Headings / subheadings 12-16

Text 12

Footnotes 8-10

Footnotes be given on the same page where reference is quoted

Font size For Hindi

18-24

16-20

14

10-12

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 *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 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 *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*.
9. The final submission of the *Dissertation 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 DISSERTATION REPORT IN THE
OUTER COVER**

SHALL LOOK EXACTLY LIKE THIS TITLE

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

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Dissertation Report submitted to

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

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<University's logo>

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Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

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For the award of the degree of

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

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PROGRAMME NAME

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by

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{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>

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COVER SHALL**

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of

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by

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<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>

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

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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.

ANNEXURE-VI

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 EDUCATION**Dr. 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.

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

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

Note

[illegible]