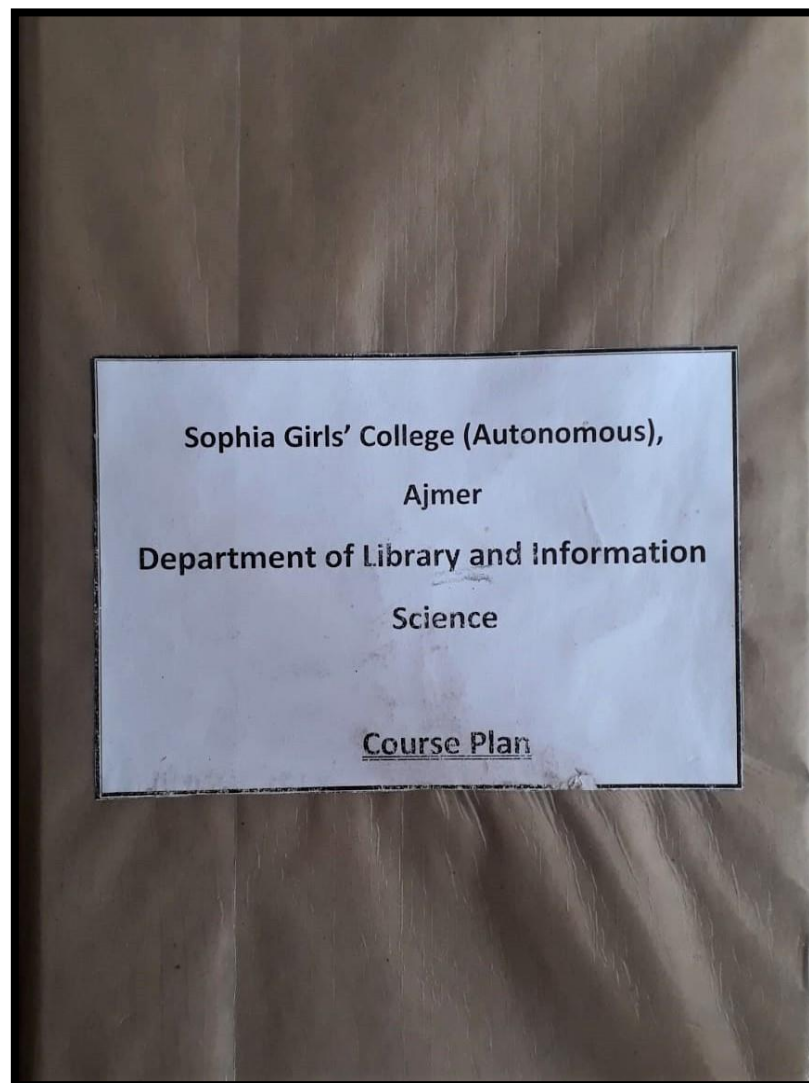




## SOPHIA GIRLS' COLLEGE(AUTONOMOUS), AJMER





# **COURSE PLAN**

**Bachelor of Library and Information Science  
(BLIS)**

**2018-2019**



**SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)**  
**BLIS Semester – I (2018-19 Batch)**  
**BLIS - 101: Foundations of Library and Information Science**

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

**COURSE PLAN**

Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
JULY	<b>UNIT-1: Libraries as Social Institutions and Normative Principles</b> Social and Historical Foundation of Library Different types of Libraries and their distinguishing features and functions - Academic, Public.	Outcome of law of library Sciences and its consequences	Power point presentations. Examples, Group discussion	•Explain the basic philosophy of Library and Information Science.	<u>Knowledge Based</u> -Write role of Library ? -Define ALA <u>Understanding Based</u> -What you understand by Information Sciences. Compare. Social and Historical Foundation of Library	Knowledge--30 Understanding-50 Higher Order-20
	Special and National Library of India Development of Libraries with Special Reference to India Library and Information Science Education in India - Historical Development, levels of courses		Quiz, PPT, Open book test		<u>Higher Order Thinking Skills Based</u> - For Library Legislations in India	
	Role of Library in Formal and Informal Education					



AUGUST	Five Laws of Library Science and their Implications in Library and Information Activities <b>Unit – 2: Library Legislation and Library Profession</b> Library Legislation – Need and Essential Features Library Legislations in India - Structure and Salient Features	- Structure and Salient Features of Library Legislations in India	Diagrams, Class test, Examples,	-Create awareness about legal, political & ethical aspects of information & its use.	write its Structure and Salient Features  - Compare ALA, CILIP and IFLA		
	Library Legislations in India - Structure and Salient Features						
	Intellectual Property Rights - Copyright Act and Delivery of Books (Public Libraries) Act						
SEPTEMBER-	Librarianship as a Profession Professional Ethics  <b>Unit – 3: Professional Associations and Promoters of Library and Information Science</b> National Associations - ILA,			3. Understand and appreciate the Library and Information Profession.			
OCTOBER - November	IASLIC - Objectives, Functions and Activities						
	International Associations - ALA, CILIP and IFLA - Objectives, Functions and Activities	Application of ALA, CILIP and IFLA.	Theoretical concept by PPT, White board teaching, Examples,				



	National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC International Level Promoters – UNESCO		group discussion ,Class test			
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# SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

BLIS Semester – I (2018-19 Batch)

## BLIS-102: Knowledge Organization, Information Processing and Retrieval

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

### COURSE PLAN

Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
July	<b>Unit – Universe of Knowledge</b> Knowledge - Concept, Definition, Types, Universe of Subjects - Concept, Structure and attributes	To study CC and DDC levels	Class room teaching, PPT, Examples, group discussion	.Introduce the structure and attributes of universe of knowledge.	<u>Knowledge Based</u> -Define CC . -What is a phase relation? <u>Understanding Based</u> -What are the applications of Library Classification? -Compare Centralized and Cooperative Cataloguing	Knowledge--30 Understanding-50 Higher Order-20
	Different types of subjects - Basic, Compound and Complex		Open book test, Quiz, PPT, Particles			
August	Modes of Formation of Subjects Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)					
	<b>Unit – 2: Library Classification</b> Library Classification- Definition, Need and Purpose Types of Library Classification	How to write details of Class Number, Book Number and Collection Number	Class test, assignments, project work,	Demonstrate library	<u>Higher Order Thinking Skills Based</u> - Explain. Kinds of Catalogue Entries	



	Schemes - Enumerative and faceted Standard Schemes of Classification and their Salient Features (CC, DDC		class teaching on board, PPT.	classification as a base for knowledge organisation.	-Compare Library Classifications- Its Definition, Need and Purposes
September	Postulation Approach to Classification, Facet Analysis, Fundamental Categories, Phase Relation, Principles of Helpful Sequence and Facet Sequence Notation - Need, Type and Quality, Call Number - Class Number, Book Number and Collection Number				
October- November	<b>Unit – 3: Bibliographic Description</b> Catalogue - Definition, Need and Purpose Physical Forms of Library Catalogue - Conventional and Non- Conventional Inner forms of Library Catalogue Kinds of Catalogue Entries according to CCC and AACR-2 Subject Cataloguing - Definition, Need, Purpose and Approaches Sears List of Subject Headings, Chain Procedure Centralized and Cooperative Cataloguing	Detail of Cataloguing kind of entries.	Theoretical concept by PPT, White board teaching for derivation, Examples, group discussion	• Understand the principles and theory of library cataloguing	

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# SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

BLIS Semester – I (2018-19 Batch)

BLIS-103: BLIS – 103 Information Communication Technologies: Basics - I (Theory)

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

## COURSE PLAN

Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
July	<b>Unit- 1: Basics of Computers, Networks and Internet</b> Introduction to Computer - Definition, Diagram, characteristics, Hardware & Software. Software & its types, User Interface - Concept of CUI & GUI.	Different types of Software and Window	Library visits, White board teaching, PPT, Examples, Group discussion, Assignments	Acquaint with the basic concepts of computers and communication technologies.	<u>Knowledge Based</u> -What is a hardware and a software? -What is a CUI? <u>Understanding Based</u> -Describe window explorer -Compare DELNET, INFLIBNET	Knowledge--30 Understanding-50 Higher Order-20
	MS Windows, Desktop (My Computer, My Documents, Recycle Bin, Internet Explorer, Start		Practical's, Quiz, PPT		<u>Higher Order Thinking Skills Based</u> - What do you understand by Library Automation- Describe in details Definition, Need and its Purpose	
	Menus and Taskbar, Windows Explorer. Network-Concept, Components, Topologies, (LAN, WAN, MAN, VPN) Internet Basics - Definition, Origin, Need and Purpose, Internet Services					





August	<p>Communication Tools and Techniques –Introduction to E-mail, Video Conferencing, Voice mail, Web Portals, Social Networking Tools like Facebook, Twitter etc.</p> <p><b>Unit- 2: General Application Software</b></p> <p><b>MS-Word:</b> Features, Application Areas and its uses, types of views. Creating &amp; Saving: New Document, copy, cut, paste, undo, redo, Fonts, Paragraphs:</p>	How to use web portal, Twitter account	Class test, assignments, project work, class teaching on board, PPT	•2. Explain general application software MS – Word, MS-Excel & MS-PowerPoint	-Illustrate Modules of Library Management Software	
September	<p>Indentation and Spacing, Columns. Styles, Find, Replace &amp; Goto. Inserting Tables, Picture, ClipArt, Shapes, Smart Art and Charts, Symbols and Equations Hyperlink, Bookmark. Header &amp; Footer. DropCap, Textbox, WordArt, Date and Time. Table of contents, Footnotes and Endnotes, Watermark, Page background. Mail merge.</p>					
October-November	<p>Macros, Spelling &amp; Grammar, Auto correct and Auto Text. Comments, Protect document. Page Setup, Size, Margins, Gutter, Orientation.</p> <p><b>Unit 3: Computer Application to Library and Information</b></p>	Detail of Cataloguing kind of entries.	Theoretical concept by PPT, White board teaching, Examples, Group discussion	•Understand various aspects of library automation and		



	<b>Services and Library Networks</b> <b>Library Automation</b> - Definition, Need and Purpose Application of Computers to Library Housekeeping Operations Basic Features/Modules of Library Management Software - WINISIS / SOUL 2.0 Library Networks - Need, Purpose and Objectives National Library Networks (DELNET, INFLIBNET)			networks.		
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**SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)**  
**BLIS Semester – I (2018-19 Batch)**

**BLIS – 104: Information Communication Technologies: Basics – II (Practice)**

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

**COURSE PLAN**

Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
JULY	<b>Unit 1: System and Application Software</b> System Software - Windows (Latest) Operating System: Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories Applets - Calculator and Paint.	Details of fundamental and advanced technology	Practicals, Group discussion	<ul style="list-style-type: none"> <li>Develop skills in using computers and communication technologies.</li> </ul>	<u>Knowledge Based</u> -Write about system software? -Define Internet <u>Understanding Based</u> -What are the applications Of MS Power points. -Explain Mail Merge <u>Higher Order Thinking Skills Based</u> - Explain E mail and precautions taken. -Compare and	Knowledge--30 Understanding-50 Higher Order-20
	Application Software: MS Word, MS Excel, MS PowerPoint (Latest Edition):MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing etc. MS Excel - File creation,		Quiz, PPT, Practicles			



	Editing, Inserting, Formatting, Printing, etc.				explain different types of software.	
AUGUST	MSPowerPoint- Creating Presentation Slides, Animation, Formatting/ Adding	Detail of internet	Diagrams, Class test, Examples	Familiarize with Internet.		
	Unit 2: Online and Offline Searching Basic Internet Searching E-mail					
SEPTEMBER-	Graphics, Slide Show, Customizing and Printing.			Demonstrate the Library Management Software.		
	Advance Internet Search with Search Techniques					
OCTOBER - November	Unit 3: Library Management Software Basics of WINISIS/SOUL2.0	Software types	Theoretical concept by PPT, White board teaching, Examples.			

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**SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)**  
**BLIS Semester – I (2018-19 Batch)**

**BLIS – 201: Management and Organization of Libraries and Information Centres**

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

**COURSE PLAN**

Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
December-January	<b>Unit 1: Management</b> Management: Concept, Definition and Scope	Concepts of quality management	Class room teaching through PPT, Examples, Group discussion	Understand the role and importance of the principles and practice of management.	<u>Knowledge Based</u> -Define quality management? -What is a Library Statistics . <u>Understanding Based</u> -Explain types of Library management -Write detail of Library Committees <u>Higher Order</u>	Knowledge--30 Understanding-50 Higher Order-20
	Functions and Principles of Management		Quiz, PPT,Practicals			
	Scientific Management – Concept, Principles					
February	Total Quality Management Concept, Definition, Elements <b>Unit 2: Human Resource and Library Finance</b> Planning - Definition, Need and Purpose, Library Building and its Planning	Infrastructure including its budgets	Class test, assignments, project work, class teaching on board, PPT	Explain human resource and financial management.	<u>Thinking Skills Based</u> - What are the Kinds of Library Finance -Illustrate Library Classification Definition, Need and Purpose Library Statistics - Purpose	



	Organizational Structure and Library Committees - Concept, Importance, Functions				
March-April	<p>Library Finance - Sources of Finance Budget - Concept, Definition, Purpose and Techniques for Budget Preparation</p> <p><b>Unit3:Library House Keeping Operations</b>Different Sections of Library and Information Centres Functions of Different Sections (Acquisition Section, Technical Section, Circulation Section, Periodicals Section, Reference Section, Maintenance Section)</p> <p>Library Rules &amp; Regulations - Purpose, Preparation Stock Verification and Weeding out Policies and Procedures Types of Reports, Contents and Style of Annual Reports</p> <p>Library Statistics - Purpose and Types</p>	Knowledge of different sections.	Theoretical concept by PPT, board teaching for derivation, Examples, group discussion	Acquaint with the functions, activities and routines of various sections in a library/ information centre.	

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**SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)**  
**BLIS Semester – I (2018-19 Batch)**

**BLIS –202: Knowledge Resources and Reference Services**

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

**COURSE PLAN**

Month	UNIT/TOPIC	Concepts/ facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
Decemb er- January	<b>Unit 1: Information Sources</b> Knowledge and Information Sources: Definition, Importance Categories of Information Sources: Primary, Secondary and Tertiary	Types of information Resources	Class room teaching through PPT, Open book test	.Explain different categories of knowledge and information sources	<u>Knowledge Based</u> -What are the non- documentary sources of information? .-Define Dictionaries <u>Understanding Based</u> -Explain and Write Different of Non- documentary sources of information  -Illustrate Biographical Sources <u>Higher Order Thinking Skills Based</u> - Compare and Contrast Primary, Secondary and Tertiary sources of	Knowledge--30 Understanding-50 Higher Order-20
	Documentary Sources of Information Print and Non Print Including Electronic - Definition, Need and Use Non-documentary Sources of Information: Human & Institutional Sources – Nature, Types, Characteristics & Utility Nature, Characteristics, Utility and Evaluation of Different Types of Knowledge/Information Sources: Encyclopaedias, Dictionaries, Year Books, Directories, Almanacs, Handbooks, Bibliographies, Biographical Sources,		Poster making Quiz, PPT, Practicals			





	Sources, Geographical Sources Internet as a Source of Information					
February	<b>Unit 2: Information Services</b> Knowledge and Information Services - Concept, Definition, Need and Trends Types of Information Services: Reference Service - Long Range and Short Range, Information	How to address a book?	Class test, assignments, project work, class teaching on board, ppt	Acquire skills for providing reference and information services.		
	Alerting Services - CAS, SDI, Bibliographic, Referral, Document Delivery, Abstracting and Indexing, Translation, Literature Search.					
March- April	<b>Unit 3: Information Users</b> Types of Information Users User's Need/Information . Seeking Behavior – Concept, Methods of Assessing Information Needs User Studies: Concept, need, Methods and Techniques, User Education: Concept, goals and objectives, Methods	Knowledge of different Information users.	Theoretical concept by PPT, White board teaching for derivation, Examples, Group discussion	Study Information needs, user studies and user education		

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# SOPHIA GIRLS' COLLEGE, AJMER (AUTONOMOUS)

BLIS Semester – I (2018-19 Batch)

BLIS – 203: Classification (Practice)

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

## COURSE PLAN

Month	UNIT/TOPIC	Concepts/ facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
December -January	Part – I: Classification of Documents by Dewey Decimal Classification DDC (19 <sup>th</sup> ed.) Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.	Understand concept of document classifications	By practical, giving assignments, PPT	Trained students in the techniques of classifying titles of documents according to colon classification.	<u>Knowledge Based</u> -Define a Document?  <u>Understanding Based</u> <u>Write classifications of documents.</u> <u>Higher Order Thinking Skills Based</u> - Explain Colon classification.	Knowledge--30 Understanding-50 Higher Order-20
Feb, March April	Part-I(same)  Part – II: Classification of Documents by Colon Classification (6 <sup>th</sup> revised edition) Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.	Details of BLIS		(Rev. Ed. 6) and Dewey Decimal classification, 19 <sup>th</sup> edition		

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**SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)**  
**BLIS Semester – I (2018-19 Batch)**  
**BLIS – 204: Cataloguing (Practical)**

Max. Marks : 100 (70Ext. 30 Int.)

Min. Marks: 40

Duration-3 hrs

**COURSE PLAN**

Month	UNIT/TOPIC	Concepts/ facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
December- January	<b>Part – I: Cataloguing of Documents by AACR-II R</b> <ul style="list-style-type: none"> <li>Documents having Personal Author, Shared Author (s), Collaborator (s)</li> <li>Documents published under Pseudonym (s)</li> <li>Cataloguing of Corporate Authorship</li> <li>Multivolume Documents</li> <li>Atlas, Maps, Globe</li> </ul> <p>Catalogued documents may be assigned subject headings as per “Sear’s List of Subject Headings (Latest edition)”</p>	Understand concept of Cataloguing	Seminars, By practical, giving assignments, PPT	Trained the students in cataloguing of documents according to AACR-II R and CCC (5th edition with amendments)	<u>Knowledge Based</u> -Define s a Cataloguing?  <u>Understanding Based</u> <u>Write classifications of documents.</u> <u>higher Order</u> <u>Thinking Skills Based</u> - Differentia different types of Catalogue Code.	Knowledge--30 Understanding-50 Higher Order-20
Feb, March April	<b>Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition</b>	Details of BLIS	Visiting Libraries,			



	<p>with amendments).</p> <ul style="list-style-type: none"> <li>• Documents having Personal Author, Shared Author (s), Collaborator (s)</li> <li>• Documents published under Pseudonym (s)</li> <li>• Cataloguing of Corporate Authorship</li> <li>• Multivolume Documents</li> <li>• Atlas, Maps, Globe</li> </ul> <p>Catalogued documents may be assigned subject headings as per "Chain Procedure"</p>		Field trips ,Practical			
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