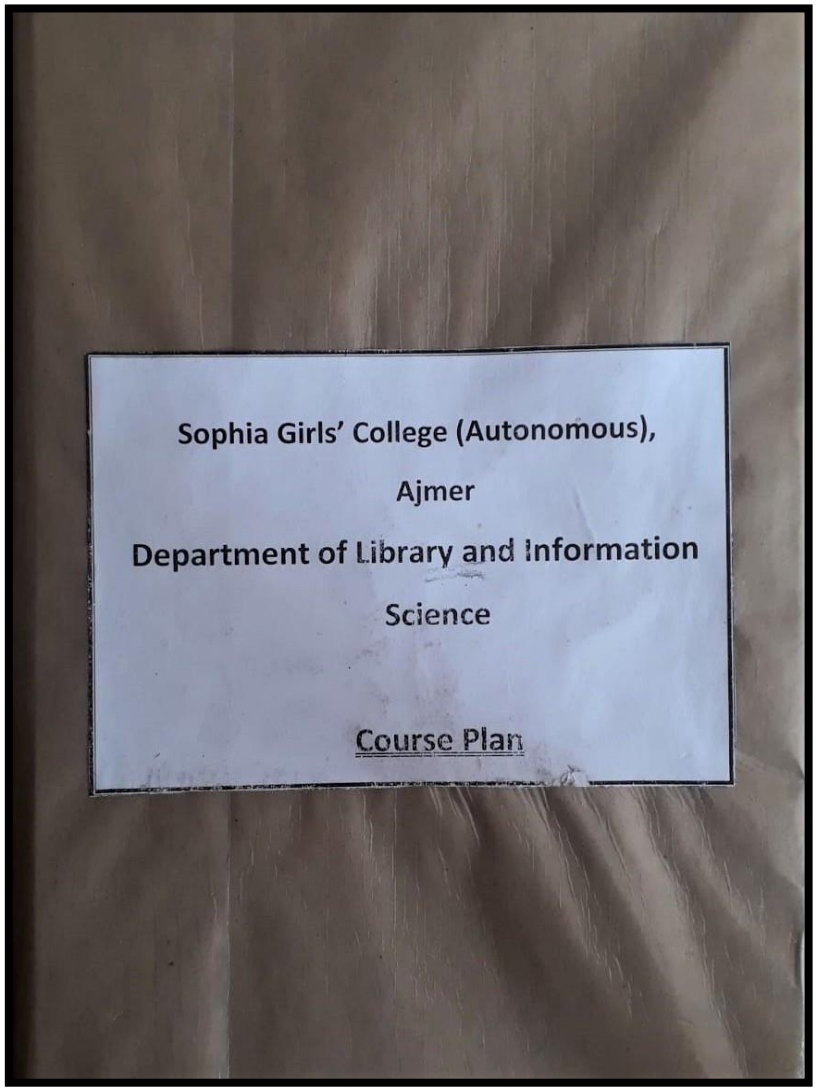
SOPHIA GIRLS' COLLEGE(AUTONOMOUS), AJMER



COURSE_PLAN_2019-20_MR_SATISH_KUMAR

COURSE PLAN

Bachelor of Library and Information Science

(BLIS)

2019-2020

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2019-20 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	**UNIT-1: Libraries as Social Institutions and Normative Principles** 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	White board teaching ,PPT, Examples, Group discussion	•Explain the basic philosophy of Library and Information Science.	*Knowledge Based* -What is a library? -Define ALA *Understanding Based* -Write application Of Information Sciences. Compare. Social and Historical Foundation of Library *Higher Order Thinking Skills Based* - For Library Legislations in India write its	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, Practicles			

	Role of Library in Formal and Informal Education Five Laws of Library Science and their Implications in Library and Information Activities				Salient Features - Explain ALA, CILIP and IFLA		
AUGUST	**Unit – 2: Library Legislation and Library Profession** 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, Numericals	-Create awareness about legal, political & ethical aspects of information & its use.			
	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 **Unit – 3: Professional Associations and Promoters of Library and Information Science** National Associations - ILA,			3. Understand and appreciate the Library and Information Profession.			
	IASLIC - Objectives, Functions and Activities						
OCTOBER-	International Associations -	Application of	Theoretical				

November	ALA, CILIP and IFLA - Objectives, Functions and Activities National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC International Level Promoters – UNESCO	ALA,CILIP and IFLA.	concept by PPt,White board teaching , Examples, group disscussion ,Class test			

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SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2019-20 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	**Unit – 1: Universe of Knowledge** Knowledge - Concept, Definition, Types, Universe of Subjects - Concept, Structure and attributes	To study CC and DDC levels	White board teaching for derivation, PPT, Examples, Group discussion	.Introduce the structure and attributes of universe of knowledge.	*Knowledge Based* -Define DDC . -What is a mapping? *Understanding Based* -Write application of types of Library Classification -Compare Centralized and Cooperative Cataloguing ? *Higher Order Thinking Skills Based* - Explain. Kinds of Catalogue Entries -Illustrate Library Classification-	Knowledge--30 Understanding-50 Higher Order-20
	Different types of subjects - Basic, Compound and Complex		Quiz, PPT, Practicles			
August	Modes of Formation of Subjects Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)					
	Unit – 2: Library Classification Library Classification- Definition,	How to write details of Class Number, Book Number and	Class test,	Demonstrate		

	Need and Purpose Types of Library Classification Schemes - Enumerative and faceted Standard Schemes of Classification and their Salient Features (CC, DDC	Collection Number	assignments project work, class teaching on board, ppt	library classification as a base for knowledge organisation.	Definition, Need and Purpose	
September	Postulational 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	**Unit – 3: Bibliographic Description** 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 (2019-20 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	**Unit- 1: Basics of Computers, Networks and Internet** 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	Acquaint with the basic concepts of computers and communication technologies.	*Knowledge Based* -What is the difference between hardware and software? -What is a CUI? *Understanding Based* -Write about window explorer -Compare DELNET, INFLIBNET *Higher Order Thinking Skills Based* - Explain. Library Automation- Definition, Need and its Purpose	Knowledge--30 Understanding-50 .Higher Order-20
	MS Windows, Desktop (My Computer, My Documents, Recycle Bin, Internet Explorer, Start		Practicals,Quiz, PPT			
	Menus and Taskbar, Windows Explorer.Network-Concept, Components, Topologies, (LAN, WAN, MAN, VPN) Internet Basics - Definition, Origin, Need and Purpose, Internet Services					

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

	Library and Information Services and Library Networks **Library Automation** - 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)		Group discussion	and networks.		

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SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2019-20 Batch)
BLIS – 104: Information Communication Technologies: Basics – II (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 (%)
JULY	**Unit 1: System and Application Software** 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	• Develop skills in using computers and communication technologies.	*Knowledge Based* -What is software? -Define Internet *Understanding Based* -Write application Of MS Power points. -Explain Mail Merge *Higher Order Thinking Skills Based* - Explain E mail and precautions taken. -Differentiate different types	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.				of software.
	MSPowerPoint- Creating Presentation Slides, Animation, Formatting/ Adding				
AUGUST	**Unit 2: Online and Offline Searching** Basic Internet Searching	- Detail of internet	Diagrams, Class test,Examples, Numericals	- Familiarize with Internet.	
	E-mail				
	Graphics, Slide Show, Customizing and Printing.				
SEPTEMBER-	Advance Internet Search with Search Techniques			Demonstrate the Library Management Software.	
OCTOBER - Novembe r	**Unit 3: Library Management Software** Basics of WINISIS/SOUL2.0	Software types	Theoretical concept by PPt,White board teaching , Examples.		

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BLIS Semester – I (2019-20 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	**Unit 1: Management** Management: Concept, Definition and Scope Functions and Principles of Management	Concepts of quality management	Class room teaching through PPT, Examples, Group discussion	Understand the role and importance of the principles and practice of management.	*Knowledge Based* -What is quality management?. -Define Library Statistics . *Understanding Based* -Explain and Write types of Library management -Illustrate Library Committees *Higher Order Thinking Skills Based* - Explain. Kinds of Library Finance -Illustrate Library Classification Definition, Need and Purpose Library Statistics - Purpose	Knowledge--30 Understanding-50 Higher Order-20
	Scientific Management – Concept, Principles		Quiz, PPT,Practicals			
	Total Quality Management Concept, Definition, Elements					
February	**Unit 2: Human Resource and Library Finance** Planning - Definition, Need and Purpose, Library Building and its Planning	Infrastructure including its budgets	Class test, assignements, project work, class teaching on board,ppt	Explain human resource and financial management.		

	Organizational Structure and Library Committees - Concept, Importance, Functions Library Finance - Sources of Finance Budget - Concept, Definition, Purpose and Techniques for Budget Preparation				and Types
March-April	**Unit 3: Library House Keeping Operations** Different Sections of Library and Information Centres Functions of Different Sections (Acquisition Section, Technical Section, Circulation Section, Periodicals Section, Reference Section, Maintenance Section) Library Rules & Regulations - Purpose, Preparation Stock Verification and Weeding out Policies and Procedures Types of Reports, Contents and Style of Annual Reports Library Statistics - Purpose and Types	Knowledge of different sections.	Theortical concept by PPt,White board teaching for derivation, Examples,group disscussion	Acquaint with the functions, activities and routines of various sections in a library/ information centre.	

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BLIS Semester – I (2019-20 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 (%)
December-January	**Unit 1: Information Sources** Knowledge and Information Sources: Definition, Importance Categories of Information Sources: Primary, Secondary and Tertiary	Types of information Resources	Class room teaching through PPT, Examples, group discussion	.Explain different categories of knowledge and information sources	*Knowledge Based* -What is a Dictionary? .-Define Library Information. *Understanding Based* -Explain and Write Types of Different Types of Knowledge/Information. -Illustrate Non-documentary Sources of Information *Higher Order Thinking Skills Based* - Explain. Long range and short information. -Compare CAS and SDI	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		Quiz, PPT, Practicals			

	Sources, Geographical Sources Internet as a Source of Information					
February	**Unit 2: Information Services** 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, assignements, 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	**Unit 3: Information Users** 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.	Theortical concept by PPt, White board teaching for derivation, Examples, Group discussion	Study Information needs, user studies and user education		

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SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2019-20 Batch)
BLIS – 203: Classification (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	**Part – I: Classification of Documents by Dewey Decimal Classification DDC (19th ed.)** Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.	Understand concept of document classifications by DDC	By practical, giving assignments, PPT	Trained students in the techniques of classifying titles of documents according to colon classification. (Rev. Ed. 6) and Dewey Decimal classification, 19th edition	*Knowledge Based* -What is a Document? *Understanding Based* *Write classifications of documents.* *higher Order Thinking Skills Based* - Explain Colon classification.	Knowledge--30 Understanding-50 Higher Order-20
	Part-I(same)					
Feb, March April	**Part – II: Classification of Documents by Colon Classification (6th revised edition)** Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.	Understand concept of document classifications by CC				

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SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2019-20 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	**Part – I: Cataloguing of Documents by AACR-II R** Documents having Personal Author, Shared Author (s), Collaborator (s) Documents published under Pseudonym (s) ,Cataloguing of Corporate Authorship	Understand concept of Cataloguing of Documents by AACR-II R	By practical, giving assignment, PPT	Trained the students in cataloguing of documents according to AACR-II R and CCC (5th edition with amendments) .	*Knowledge Based* -What is a Cataloguing? *Understanding Based* *Write classifications of documents.* *hgher Order Thinking Skills Based* - Explain Catalogue Code.	Knowledge--30 Understanding-50 Higher Order-20
	Multivolume Documents, Atlas, Maps, Globe					
Feb, March April	**Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments).** Documents having Personal Author, Shared Author (s), Collaborator (s) Documents published under Pseudonym (s) Cataloguing of Corporate Authorship Multivolume Documents,Atlas, Maps, Globe	Details of BLIS	Visiting Libraries, Field trips ,Practical			

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