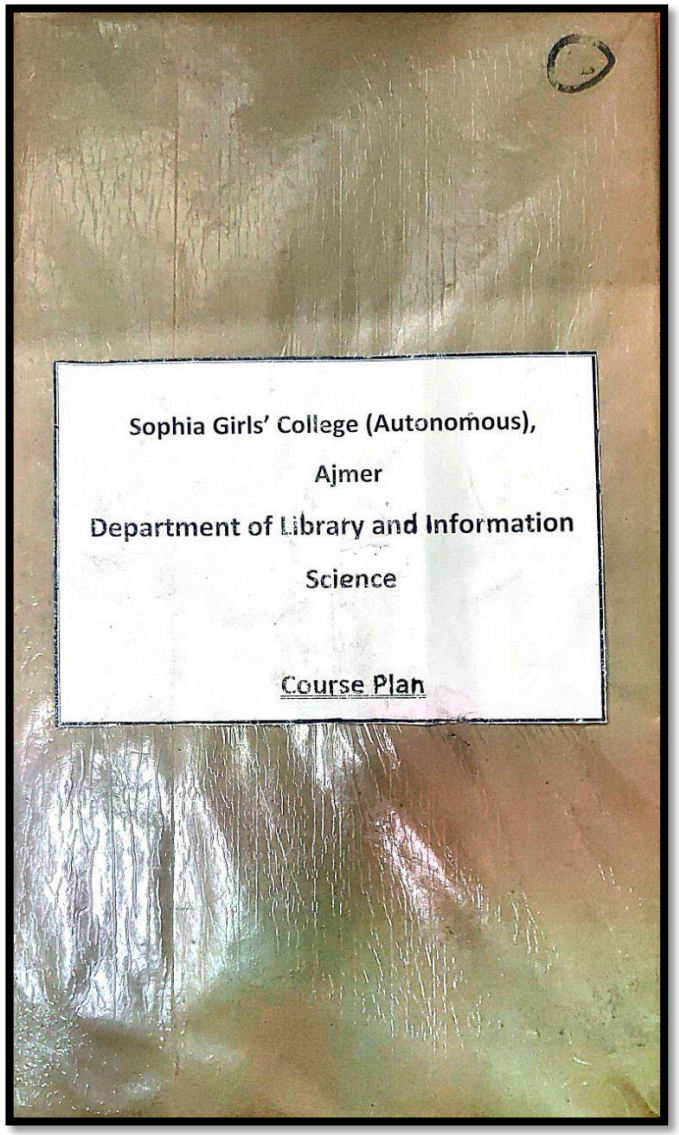

COURSE_PLAN_2022-23_MR_SATISH_KUMAR

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2022-23 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 (%)
AUGUST	**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,	Laws of library Sciences and its consequences	PPT, Examples, Group discussion, Seminars, peer-group teaching, Student presentations	•Explain the basic philosophy of Library and Information Science.	*Knowledge Based* -Define Information Science? -Define ALA *Understanding Based* -What are the Five laws of library 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, Practicles			

	Role of Library in Formal and Informal Education Five Laws of Library Science and their Implications in Library and Information Activities				*Higher Order Thinking Skills Based* - Explain Professional Ethics. - -For Library Legislations in India write its Structure and Salient Features	
SEPTEMBER-OCTOBER	**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	E-Contents, Blended Learning, Diagrams, Class test, Examples	-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					
NOV-DEC	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					
	International Associations - ALA, CILIP and IFLA - Objectives, Functions and Activities National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC International Level Promoters – UNESCO	Application of ALA,CILIP and IFLA.	Theoretical concept by PPT , Examples, group disscussion ,Class test			

Sr. Pearl
PRINCIPAL
SOPHIA GIRLS COLLEGE
(AUTONOMOUS)
AJMER

Satish
Head
Dept. of Library & Information Scienc
Sophia Girls' College
(Autonomous), Ajmer

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

BLIS Semester – I (2022-23 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 (%)
AUGUST	**Unit – 1: Universe of Knowledge** Knowledge - Concept, Definition, Types, Universe of Subjects - Concept, Structure and attributes	To study CC and DDC levels	PPT, Examples, Group discussion, Seminars, peer-group teaching, Student presentations	Introduce the structure and attributes of universe of knowledge.	*Knowledge Based* -What is Library classification? -What is a mapping? *Understanding Based* -What are the types ofLibrary Classification -Compare Centralized and Cooperative Cataloguing?	Knowledge--30 Understanding-50 Higher Order-20
	Different types of subjects - Basic, Compound and Complex		Quiz, PPT, Practical's			
	Modes of Formation of Subjects Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)					
EPTEMB ER-CTOBER	**Unit – 2: Library Classification** Library Classification- Definition,	How to write details of Class Number, Book Number and	E – Contents	Demonstrate		

	Need and Purpose Types of Library Classification Schemes - Enumerative and faceted Standard Schemes of Classification and their Salient Features (CC, DDC	Collection Number	Class test, assignments project work, ppt	library classification as a base for knowledge organisation.	*Higher Order Thinking Skills Based* - Explain- Conventional and Non-Conventional -Illustrate Centralized and Cooperative Cataloguing	
	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					
NOV-DEC	**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, Examples, group discussion	Understand the principles and theory of library cataloguing		

PRINCIPAL
SOPHIA GIRLS COLLEGE
(AUTONOMOUS)
AJMER

Head
Dept. of Library & Information Science
Sophia Girls' College
(Autonomous), Ajmer

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2022-23 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 (%)
AUGUST	**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.	Fundamental of Software, Window And Internet	Board teaching E-Content, teaching, PPT, Examples, group discussion	Acquaint with the basic concepts of computers and communicati on technologies. . .	*Knowledge Based* -Define a software. -What is a CUI? *Understanding Based* -what is window explorer -Compare LAN,VAN *Higher Order*	Knowledge--30 Understanding-50 Higher Order-20
	MS Windows, Desktop (My Computer, My Documents, Recycle Bin, Internet Explorer, Start		Online 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					

					Thinking Skills Based - Explain. Library Automation- Definition, Need and its Purpose -Illustrate General Application Software	
SEPTEMBER-OCTOBER	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, assignments, project work, class teaching online ,ppt	•2. Explain general application software MS – Word, MS-Excel & MS-PowerPoint		
	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.					
NOV-DEC	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, Examples, Group discussion	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)			and networks.		

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(AUTONOMOUS)
AJMER

Head
Dept. of Library & Information Science
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(Autonomous), Ajmer

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

BLIS Semester – I (2022-23 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 (%)
AUGUST	**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	Practical, Group discussion	• Develop skills in using computers and communication technologies.	*Knowledge Based* -Define Operating Systems? -Explain Internet *Understanding Based* -What is MS Power points. -Explain Mail Merge *Higher Order Thinking Skills Based* - Explain E mail and precautions	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, practical			

	Editing, Inserting, Formatting, Printing, etc.				taken. - different types of Online and Offline Searching .	
	MSPowerPoint- Creating Presentation Slides, Animation, Formatting/ Adding					
SEPTEMBER-OCTOBER	**Unit 2: Online and Offline Searching** Basic Internet Searching	- Detail of internet	Diagrams, Class test, Examples,	-Familiarize with Internet.		
	E-mail					
	Graphics, Slide Show, Customizing and Printing.					
	Advance Internet Search with Search Techniques			Demonstrate the Library Management Software.		
NOV-DEC	**Unit 3: Library Management Software** Basics of SOUL 2.0/KOHA	Software types	Theoretical concept by PPt, White board teaching , Examples.			

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(AUTONOMOUS)
AJMER

Head
Dept. of Library & Information Science
Sophia Girls' College
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BLIS Semester – I (2022-23 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 (%)
JANUARY -	**Unit 1: Management** Management: Concept, Definition and Scope Functions and Principles of Management	Concepts of quality Management and Planning	Class room teaching through PPT, Examples, Group discussion	Understand the role and importance of the principles and practice of management.	*Knowledge Based* -Define Planning? -What is Library Statistics. *Understanding Based* -Explain Library management -Illustrate Library Committees *Higher Order Thinking Skills Based* - Explain. Kinds of Library Finance -What is Library Authority Definition, Need and	Knowledge--30 Understanding-50 Higher Order-20
	Scientific Management – Concept, Principles		Quiz, PPT, Practicals			
	Total Quality Management Concept, Definition, Elements					
FEBRUARY - MARCH	**Unit 2: Human Resource and Library Finance** 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.		

	Organizational Structure and Library Committees - Concept, Importance, Functions Library Finance - Sources of Finance Budget - Concept, Definition, Purpose and Techniques for Budget Preparation				Purpose Library Budget - Purpose 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	Library House Keeping Operations	Theoretical concept by PPt,White board teaching for derivation, Examples, group discussion	Acquaint with the functions, activities and routines of various sections in a library/ information centre.	

Head
Dept. of Library & Information Science
Sophia Girls' College
(Autonomous), Ajmer

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BLIS Semester – I (2022-23 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 (%)
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* -Define Directories? .-What is Library Information. *Understanding Based* -Explain and Write Types of Different Types of Knowledge/Information. -What are Non-documentary Sources of Information *Higher Order Thinking Skills Based* - Explain. Long range and short information. - Types of Information Users	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 - MARCH	**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, 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	**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.	Theoretical concept by PPt, White board teaching for derivation, Examples, Group discussion	Study Information needs, user studies and user education		

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AJMER

Head
Dept. of Library & Information Science
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BLIS Semester – I (2022-23 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 (%)
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* -Define Directories? .-What is Library Information. *Understanding Based* -Explain and Write Types of Different Types of Knowledge/Information. -What are Non-documentary Sources of Information *Higher Order Thinking Skills Based* - Explain. Long range and short information. - Types of Information Users	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 - MARCH	**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, 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	**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.	Theoretical concept by PPt, White board teaching for derivation, Examples, Group discussion	Study Information needs, user studies and user education		

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AJMER

Head
Dept. of Library & Information Science
Sophia Girls' College
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SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)
BLIS Semester – I (2022-23 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 (%)
JANUARY - FEBRUARY	**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 Library Classification? Understanding Based Write classifications of documents. higher Order Thinking Skills Based - Explain Dewey Decimal Classification.	Knowledge--30 Understanding-50 Higher Order-20
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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Dept. of Library & Information Science
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