**Lesson Plan**

**Name of faculty**: -Nisha

**Discipline**: - LIS

**Semester**: - 1st

**Subject**: - Library Cataloguing

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Theory** |
|  | **Lecture day** | **Topic** |
|  | 1 | Define Library Catalogue and Definition |
|  | 2 | The need and Functions of Library Catalogue |
|  | 3 | Types of Library Catalogue |
|  | 1 | Purpose of Library Catalogue |
|  | 2 | Revision of Library Catalogue |
|  | 3 | Test |
|  | 1 | Define Physical forms of Catalogue |
|  | 2 | Book Form |
|  | 3 | Sheaf Form |
|  | 1 | Card Form |
|  | 2 | Computerized Form |
|  | 3 | Revision |
|  | 1 | Test of 1st Unit |
|  | 2 | Test of 2nd Unit |
|  | 3 | Define Types of library Catalogue |
|  | 1 | Alphabetical Catalogue |
|  | 2 | Alphabetical Catalogue |
|  | 3 | Classified Catalogue |
|  | 1 | Classified Catalogue |
|  | 2 | Test |
|  | 3 | About the Classified Catalogue |
|  | 1 | About the Dictionary Catalogue |
|  | 2 | Difference Between Classified Catalogue and Dictionary Catalogue |
|  | 3 | Test |
|  | 1 | Define Kinds of Entries |
|  | 2 | Define the Parts of Entry |
|  | 3 | Define Main Entry According to AACR-ll |
|  | 1 | Define Main Entry According to AACR-ll |
|  | 2 | Define Added Entry According to AACR-ll |
|  | 3 | Define Added Entry According to AACR-ll |
|  | 1 | Test |
|  | 2 | Define Subjects Heading |
|  | 3 | The need of Subjects Heading |
|  | 1 | Functions of Subjects Heading |
|  | 2 | Define Sears List of Subject Headings |
|  | 3 | The need for Sears List of Subject Headings |
|  | 1 | Advantage And Disadvantage Sears List of Subject Headings |
|  | 2 | Test |
|  | 3 | Revision of 1st unit |
|  | 1 | Test of 1st Unit |
|  | 2 | Revision of 2nd unit |
|  | 3 | Test of 2nd Unit |
|  | 1 | Revision of 3rd & 4th Unit |
|  | 2 | Test of 3rd unit |
|  | 3 | Test of the 4th unit |

**Lesson Plan**

**Name of faculty**: - Nisha

**Discipline**: - LIS

**Semester**: - 3rd

**Subject**: - Library and Information Management

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory** |  | **Practical** |
|  | **Lecture day** | **Topic** | **Practical**  **day** | **Topic** |
|  | 1 | The concept of Management and definition |  | What are Budget and Need |
|  | 2 | Need of Management |  | Need of Budget |
|  | 3 | Functions and Levels of Management |  |  |
|  | 1 | Principles of Management |  | Types of budget |
|  | 2 | Principles of Management |  | Types of budget |
|  | 3 | Test |  | Revision |
|  | 1 | Define Library Organization and definition |  | Define finance and definition |
|  | 2 | Essential Step in Organizational Process |  | Need of finance |
|  | 3 | Define Organizational Structure |  | Need of finance |
|  | 1 | Organizational Structure in Libraries |  | Revision |
|  | 2 | Define Library Rules |  | Revision |
|  | 3 | Define Library Rules |  |  |
|  | 1 | Define Library Committees |  | The practice of preparing library budget |
|  | 2 | The need of Library Committees |  | The practice of preparing library budget |
|  | 3 | Functions and Power of Library Committees |  | The practice of preparing library budget |
|  | 1 | Types of Library Committees |  | The practice of preparing library budget |
|  | 2 | Role of Librarian in Library Committees |  | The practice of preparing library budget |
|  | 3 | Test of Library Committees |  |  |
|  | 1 | Define Library Building and Equipment |  | Resisters related to finance |
|  | 2 | The need of Library Building and Equipment |  | Resisters related to finance |
|  | 3 | Theories of Building Planning |  | Resisters related to finance |
|  | 1 | Types of Equipment |  | Resisters related to finance |
|  | 2 | Define of Including Safety Measures |  | Resisters related to finance |
|  | 3 | Define Disaster Management |  | Resisters related to finance |
|  | 1 | Different Types of Disaster Management |  | Revision |
|  | 2 | Test |  | Revision |
|  | 3 | Define of Library Finance |  | Revision |
|  | 1 | The need of Library Finance |  |  |
|  | 2 | Sources of Library Finance |  | Revision |
|  | 3 | Methods of Estimating Finance |  |  |
|  | 1 | Test of Library Finance |  | Revision |
|  | 2 | Define Budgeting |  | Revision |
|  | 3 | Importance of Budgeting |  |  |
|  | 1 | Test |  | Revision |
|  | 2 | Objects of Budgeting |  | Revision |
|  | 3 | Advantages and disadvantages Budgeting |  |  |
|  | 1 | Techniques of Library Budgeting |  | Revision |
|  | 2 | Methods of Budgeting |  | Revision |
|  | 3 | Test of Budgeting |  |  |
|  | 1 | Revision |  | Revision |
|  | 2 | Revision |  | Revision |
|  | 3 | Revision |  |  |
|  | 1 | Revision |  | Revision |
|  | 2 | Revision |  | Revision |
|  | 3 | Revision |  |  |

**Lesson Plan**

**Name of faculty**: - Nisha

**Discipline**: - LIS

**Semester**: -3rd

**Subject**: - Library Automation

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Practical** |
|  | **Lecture day** | **Topic** |
|  | 1 | What is Automation |
|  | 2 | Need of Automation |
|  | 3 | Function of Automation |
|  | 1 | Intr. Of CDS/ISIS And WINISIS |
|  | 2 | Installation of CDS/ISIS And WINISIS |
|  | 3 | Installation of CDS/ISIS And WINISIS |
|  | 1 | Base Designing of CDS/ISIS And WINISIS |
|  | 2 | Features for Designing Worksheets, Field Definition |
|  | 3 | The concept of Repeatable Fields And Sub-Fields |
|  | 1 | Creation of Database in WINISIS |
|  | 2 | Creation of Database in WINISIS |
|  | 3 | Revision of Creation of Database in WINISIS |
|  | 1 | Create Records of Database Through Students |
|  | 2 | Create Records of Database Through Students |
|  | 3 | Revision |
|  | 1 | Design of Output Formats According to AACR-ll |
|  | 2 | Design of Output Formats According to AACR-ll |
|  | 3 | Revision of Design of Output Formats According to AACR-ll |
|  | 1 | Simple And Basic Features of Sorting And Printing |
|  | 2 | Simple And Basic Features of Sorting And Printing |
|  | 3 | Revision of Simple And Basic Features of Sorting And Printing |
|  | 1 | Test |
|  | 2 | Practice Modules of Commercials Software |
|  | 3 | Introduction to Software |
|  | 1 | The practice of Introduction to Software |
|  | 2 | Installation of The Given Software |
|  | 3 | The practice of Installation of The Given Software |
|  | 1 | Acquisition |
|  | 2 | Practice of Acquisition |
|  | 3 | Cataloguing |
|  | 1 | Practice of Cataloguing |
|  | 2 | Circulation |
|  | 3 | Practice of Circulation |
|  | 1 | Serial Control |
|  | 2 | The practice of Serial Control |
|  | 3 | Online Public Access Catalogue (OPAC) |
|  | 1 | The practice of Online Public Access Catalogue (OPAC) |
|  | 2 | Reports |
|  | 3 | Practice of Reports |
|  | 1 | System Administration |
|  | 2 | Practice of Administration |
|  | 3 | Revision |
|  | 1 | Revision |
|  | 2 | Revision |
|  | 3 | Revision |

**Lesson Plan**

**Name of faculty**: - Nisha

**Discipline**: - LIS

**Semester**: - 5th

**Subject**: - Digital Library and Information Management

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory** |  | **Practical** |
|  | **Lecture day** | **Topic** | **Practical**  **day** | **Topic** |
|  | 1 | Define Digital library |  | What is a digital library |
|  | 2 | Conceptual Framework, Definitions of Digital library |  | Need and functions of the digital library |
|  | 3 | Functions and Need of Digital Library |  | Types and Models of digital library |
|  | 1 | Types, Models and Theories of Digital Library |  | Advantages And Disadvantage of Digital Library |
|  | 2 | Advantages and Disadvantage of Digital Library |  |  |
|  | 3 | Role in Education And Research of Digital Library |  | Define of digital library Software ( open source, E-Prints/ D-Space / Greenstone) |
|  | 1 | Define Digital Resources And Nature |  |  |
|  | 2 | Need, Objective And Characteristics of Digital Resources |  | What is E-Prints Software |
|  | 3 |  |  |  |
|  | 1 | Types of Digital Resources (E-Journals, E-Books, Multimedia Resources and Online Resources) |  | Need and Functions of E-Prints Software |
|  | 2 | What is Collection Management And Evaluation |  | Advantages And Disadvantage of E-Prints Software |
|  | 3 | The process of Collection Management |  | The process of E-Prints Software |
|  | 1 | Component, Need and Objective of Collection Management |  | Installation of E-Prints Software |
|  | 2 | Content Management System |  | Installation of E-Prints Software |
|  | 3 |  |  | Installation of E-Prints Software |
|  | 1 | Define Digitization Process |  |  |
|  | 2 | Need, Objective, Benefits and Limitations of Digitization |  |  |
|  | 3 | Selection of materials for Digitization Process |  | What is D-Space Software |
|  | 1 | Steps of Digitization Process ( Electronic document format, file format, image format, multimedia format, open standard and content migration ) |  | Need and Functions of D-Space Software |
|  | 2 | Define Digital Library software |  | Advantages And Disadvantage of D-Space Software |
|  | 3 | D-Space, Image Editing And Green Stone of Digital Library Software |  | The process of D-Space Software |
|  | 1 | Define Hardware of Digital Library |  |  |
|  | 2 |  |  |  |
|  | 3 | Test of Software And Hardware of Digital Library |  | Installation of D-Space Software |
|  | 1 | About The Capture Devices |  | Installation of D-Space Software |
|  | 2 | Define scanners |  |  |
|  | 3 | Need, Types And Characteristics of Scanners |  | Installation of D-Space Software |
|  | 1 | Define Digital Movie Cameras |  |  |
|  | 2 | Need, Types And Characteristics of Digital Movie Cameras |  | What is Greenstone Software |
|  | 3 |  |  | Need and Functions of Greenstone Software |
|  | 1 | Define Date -Warehousing |  |  |
|  | 2 | Need ,Types And Component of Data Warehousing |  | Advantages And Disadvantage of Greenstone Software |
|  | 3 | Process, Functions, Security of Data Warehousing |  | The process of Greenstone Software |
|  | 1 | Define Date Mining |  |  |
|  | 2 | Importance, Functions, Tools, Types of Data Mining |  |  |
|  | 3 |  |  |  |
|  | 1 | Define Mate Date |  | Installation of Greenstone Software |
|  | 2 | Need, Types, Components and Tools of Mate Date |  | Installation of Greenstone Software |
|  | 3 |  |  | Installation of Greenstone Software |
|  | 1 | Define Instigations Repository |  |  |
|  | 2 | What is Website of institutions Software |  | Revision |
|  | 3 | Need, types And Component of Website of institutions Software |  | Revision |
|  | 1 | Revision |  | Revision |
|  | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |

**Lesson Plan**

**Name of faculty**: - Nisha

**Discipline**: - LIS

**Semester**: - 5th

**Subject**: - Internet Application in Library

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Practical** |
|  | **Lecture day** | **Topic** |
|  | 1 | What are Networking And Definition |
|  | 2 | Need of Networking |
|  | 3 | Types of Networking |
|  | 1 | Applicants of networking |
|  | 2 | What are internet And Definition |
|  | 3 | Use of Internet And its Use |
|  | 1 | Define World Wide Web |
|  | 2 | Define Web Browsers & Web Page |
|  | 3 |  |
|  | 1 | Define URL |
|  | 2 | Revision |
|  | 3 | Revision |
|  | 1 | What is Internet searches |
|  | 2 | Types of Searches Methods |
|  | 3 | Types of Searches Methods |
|  | 1 | Describe of Subject Directories |
|  | 2 | Need & purpose of Subject Directories |
|  | 3 |  |
|  | 1 | What is Search Engines & its Types |
|  | 2 | Define Meta Search Engines |
|  | 3 | Define Deep Web Pages |
|  | 1 | Define Library Network And Definition |
|  | 2 | Define INFIBNET Library Network |
|  | 3 | Need & Function of INFLIBNET |
|  | 1 | Define DELNET |
|  | 2 | Need & Purpose of DELNET |
|  | 3 | Revision |
|  | 1 | What are Collaborative Tools |
|  | 2 | Define Blogs |
|  | 3 | Define RSS |
|  | 1 | Define Wikipedia |
|  | 2 | Define Instant Messaging |
|  | 3 | What is Directories |
|  | 1 | Need & purpose of Directories |
|  | 2 | What are Websites of Publishers |
|  | 3 | Need & purpose Websites of Publishers |
|  | 1 | What is Internet –Based Information Resources |
|  | 2 | Need & Purpose of Internet-Based Information Resources |
|  | 3 | Evaluation of Internet-Based Information Resources |
|  | 1 |  |
|  | 2 | Revision |
|  | 3 | Revision |
|  | 1 | Revision |
|  | 2 | Revision |
|  | 3 | Revision |