**Lesson Plan**

**Name of faculty**: - Preeti

**Discipline**: - LIS

**Semester**: - 1st

**Subject**: - Library classification.

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | Introduction of syllabus |  | 9z(main class) |
|  | 2 | Intr. about universal of subject. |  | Assignment |
| 1st | 3 | Purpose and advantage and disadvantage of univ. of subject. |  | 2library science(main class) |
|  | 1 | Types of subject. |  | Assignment |
|  | 2 | Discuss of simple subject. |  | B mathematics(main class) |
| 2nd | 3 | Discuss of compound subject. |  | Assignment |
|  | 1 | Discuss of complex subject. |  | C physics(main class) |
|  | 2 | Definition of library classification and its need. |  | D engineering(main class) |
| 3rd | 3 | Importance of library classification. |  | Assignment |
|  | 1 | Test  |  | E chemistry (main class) |
|  | 2 | Revision of library classification full topic. |  | Assignment |
| 4th | 3 | Revision of subject Full topic |  | F technology(main class) |
|  | 1 | Revision of universe of subject. Full topic |  | Assignment |
|  | 2 | Concept of knowledge classification.  |  | G biology(main class) |
| 5th | 3  | Need and function of knowledge classification. |  | assignment |
|  | 1 | Concept of document classification. |  | H geology(main class) |
|  | 2 | Need and function of document classification. |  | Assignment |
| 6th | 3 | Compression of knowledge classification and document classification. |  | Hz mining(main class) |
|  | 1 | Test |  | Assignment |
|  | 2 | Revision of knowledge classification full topic. |  | I botany(main class) |
| 7th | 3 | Introduction of species of library classification. |  | Assignment |
|  | 1 | Types of species of library classification. |  | J agriculture(main class) |
|  | 2 | Need and function of species of lib.classification. |  | Assignment |
| 8th | 3 | Enumerative schemes of species (ddc). |  | K zoology(main class) |
|  | 1 | Analystico-syn.schemes of species (udc). |  | Assignment |
|  | 2 | Faceted schemes of species(cc) |  | Kz animal husbandry(main class) |
| 9th | 3 | Test |  | Assignment |
|  | 1 | Revision of species of library classification full topic. |  | L medicine(main class) |
|  | 2 | Test |  | Assignment |
| 10th | 3 | Interdiction of ddc. |  | M useful arts(main class) |
|  | 1 | Describe of full det.in melvil Dewey. |  | Assignment |
|  | 2 | Salient feature of ddc. |  | N fine arts(main class) |
| 11th | 3 | Need of ddc. |  | Assignment |
|  | 1 | Revision of ddc. |  | O literature(main class) |
|  | 2 | Test |  | Assignment |
| 12th | 3 | Revision |  | P linguiguistics(main class) |
|  | 1 | Revision |  | Q religion(main class) |
|  | 2 | Revision |  | Assignment |
| 13th | 3 | Revision |  | R philosophy(main class) |
|  | 1 | Revision |  | Assignment |
|  | 2 | Revision |  | S psychology and t education (main class)assignment |
| 14th | 3 | Revision |  | U geography and v history(main class) |
|  | 1 | Revision |  | Assignment |
|  | 2 | Revision |  | W political sci .and x economic (main class)assignment |
| 15th | 3 | Revision |  | Y sociology and z law(main class)assignment |
|  |  |  |  |  |

**Lesson Plan**

**Name of faculty**: - Preeti

**Discipline**: - LIS

**Semester**: - 1st

**Subject**: -basic of information technology.

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | Define of information technology and its concepts. |  | Installing of operating system ;window xp. |
| 1st | 2 | Describe of info. Tech. scopes and applications of it. |  | Installing of windows 2007. |
|  | 3 | Define of ethics and future of info. tech. |  | Installing of application software and loading of computer. |
|  | 1 | Discuss of impact of computer and it society. |  | Installing of system software giving and loading of system. |
| 2nd | 2 | Discuss about computer application &book publishing, data analysis, accounting, investment. |  | Practices of typing. |
|  | 3 | Discuss about inventory control, graphics, air and railway ticket reservation, robotics. |  | Feature of windows as a start, shutdown and restore of computer. |
|  | 1 | Discuss about military, banks, insurance financial transactions. |  | Creating of icons change the name of folder, opening and closing of window. |
| 3rd | 2 | Test |  | Creating of folder resaving, modifying, finding, deleting of file. |
|  | 3 | Define of generations of computer. |  | Creating of background &foreground sating. |
|  | 1 | Discuss about cpu, memory, data numeric. |  | Using of short cuts key. |
| 4th | 2 | Discuss about alpha numeric data, processing of data. |  | Opening of ms office and creating of a file and saving , change of name of the file and locating of other file. |
|  | 3 | Define of computer information storage and info. Seeking. |  | Editing of document , copy, paste, use of spell check. |
|  | 1 | Define of info. Processing &info. Transmission, computer organization. |  | Download of pdf file and uses of different format , scanning, editing, printing of file. |
| 5th | 2 |  Discuss about hardware and software ;primary and secondary memory :ram, rom. |  | Using of fonts ,changing of font size and color, bold\italic\underline and highlight of a changing case. |
|  | 3  | Define of input devices. |  | Use of subscript and superscript and different type of underline of a document. |
|  | 1 | Define of output devices. |  | Formatting of a paragraphs, breaks of pages and column breaks and line spacing of a documents. |
| 6th | 2 | Define of secondary storage. |  | Use of a document in header, footer, footnote, end notes, images, drowning tool , watermarks. |
|  | 3 | Test |  | Aligning text, justification of document, inserting bullets and numbering. |
|  | 1 | Introduction to operating system. |  | Tool and border, different style of border creating of a table, change of doc x file doc set of pages and print preview, printing options. |
| 7th | 2 | Describe of ms- dos. |  | Starting of excel, open worksheet, edit data, formula to calculate, create chart, save worksheets ,different between switching and spread sheet. |
|  | 3 | Describe of window. |  | Creating of command; format, manage of data, solving problems by analysis data, creating graphs. |
|  | 1 | Different between ms-dos and window. |  | Manage of workbook, editing, copying ,deleting cells, row number of cell and formatting of a cell\column. |
| 8th | 2 | Test. |  | Types of charts, change of data charts, formatting of charts, organize of data and filtering of data. |
|  | 3 | Revision of operating system. |  | PowerPoint presentation; how to start of PowerPoint, concepts of toolbar, slide layout, creating of a new presentation. |
|  | 1 | Introduction of basics of networking. |  | Different views of slide presentation;normale etc. |
| 9th | 2 | Discuss to types of networks. |  | Formulas; addition, shorting, division, sum etc. |
|  | 3 | Test  |  |  |
|  | 1 | Revision of full topic of network |  | Practice in answering short range and long range ref. enquiries |
| 10th | 2 | Revision of information tech .full topics  |  | Identifying and functions of computer. |
|  | 3 | Revision of computer generation full topic. |  | How to show of slideshow, slide transition, animation |
|  | 1 | Revision of computer storage. |  | What is antivirus and its types, problems. |
| 11th | 2 | Revision of hardware &software. |  | Installing if antivirus and updating, how to scan and remove of virus. |
|  | 3 | Revision of input &output devices. |  | Log in to internet, interdictions to search engine, browse from internet. |
|  | 1 | Revision of secondary storage. |  | Creating of mail accounts. |
| 12th | 2 | Revision of memory. |  | Managing of mail account, creating of a message, receiving and forwarding a message. |
|  | 3 | Test |  | Attaching a file and deleting of massage. |
|  | 1 | Revision |  | Revision |
| 13th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 14th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 15th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |

**Lesson Plan**

**Name of faculty**: - Preeti

**Discipline**: - LIS

**Semester**: - 3rd

**Subject**: - library classification.

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | What is mnemonic, def. ,and its need |  | 000 generalia(main class) |
| 1st | 2 | Need and purpose of mnemonic |  | Assignment |
|  | 3 | Types of mnemonic |  | assignment |
|  | 1 | Test. |  | 100philoshopy(main class) |
| 2nd | 2 | Describe of call number; class number, book number. |  | Assignment |
|  | 3 | What is collection number  |  | Assignment |
|  | 1 | Discuss of cutters book and ranganathan book.  |  | 200 religion(main class) |
| 3rd | 2 | Define of common isolate, def. |  | Assignment |
|  | 3 | Need and purpose of common isolate. |  | Assignment |
|  | 1 | Types of common isolate. |  | 300 social science(main class) |
| 4th | 2 | Test  |  | Assignment |
|  | 3 | Revision of common isolate full topic. |  | Assignment |
|  | 1 | Interdiction of devices, definition. |  | 400 language(main class) |
| 5th | 2 | Need and purpose of devices. |  | Assignment |
|  | 3  | Types of devices. |  | Assignment |
|  | 1 | Describe of subject device. |  | 500pure sc(main class) |
| 6th | 2 | Describe of alphabetical devices.  |  | Assignment |
|  | 3 | Describe of chronological devices. |  | Assignment |
|  | 1 | Describe of geographical devices. |  | 600 technology(main class) |
| 7th | 2 | Test |  | Assignment |
|  | 3 | Revision of full topic if devices. |  | Assignment |
|  | 1 | Define of postulation approach |  | 700 the arts(main class) |
| 8th | 2 | Purpose and usage of postulation approach |  | Assignment |
|  | 3 | Types of postulation approach. |  | Assignment |
|  | 1 | Test |  | 800 literature(main class) |
| 9th | 2 | Revision of full topic of postulation approach. |  | Assignment |
|  | 3 | Revision |  | Assignment |
|  | 1 | Revision |  | 900 history and geography(main class) |
| 10th | 2 | Revision |  | Assignment |
|  | 3 | Revision |  | Assignment |
|  | 1 | Revision |  | Revision |
| 11th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 12th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 13th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 14th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 15th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |

**Lesson Plan**

**Name of faculty**: - Preeti

**Discipline**: - LIS

**Semester**: - 3rd

**Subject**: - library cataloguing.

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Theory**  |
|  | **Lecture day**  | **Topic**  |
|  | 1 | Introduction of cooperative catalogue. |
| 1st | 2 | Need and functions of cooperative catalogue. |
|  | 3 | Advantage & disadvantage of cooperative catalogue. |
|  | 1 | Introduction of centralized catalogue. |
| 2nd | 2 | How to centralized catalogue affects site management. |
|  | 3 | System preference affecting centralized catalog. |
|  | 1 | Advanced booking of centralized catalog. |
| 3rd | 2 | Functions and objective of centralized catalogue. |
|  | 3 | Test |
|  | 1 | Revision of cooperative and centralized catalog. |
| 4th | 2 | Introduction of compilation union catalogue, definition. |
|  | 3 | Function, need of union catalogue |
|  | 1 | Types of union catalogue. |
| 5th | 2 | Test |
|  | 3  | Revision of compilation union catalogue full topic.  |
|  | 1 | Define of of filling of entries, definition.  |
| 6th | 2 | Need and purpose of filling entries. |
|  | 3 | Nature of filling entries. |
|  | 1 | History of filling system. |
| 7th | 2 | Entries of classified part of ranganathan (ccc). |
|  | 3 | Class number arrangement of entries. |
|  | 1 | Shelf listing of entries. |
| 8th | 2 | Filling of classified entries. |
|  | 3 | Test |
|  | 1 | Revision of filling of entries full topic. |
| 9th | 2 | Introduction of the study of rules of description. |
|  | 3 | Discuss of choice and rendering of heading. |
|  | 1 | Define of main entries according to AACR-2. |
| 10th | 2 | Define of added entries according to AACR-2. |
|  | 3 | Test |
|  | 1 | Revision of full topic entries. |
| 11th | 2 |  What is coo prorate authorship? |
|  | 3 | Define of government body. |
|  | 1 | Define of institutes. |
| 12th | 2 | Define of conference. |
|  | 3 | Describe of multivolume publications |
|  | 1 | Test |
| 13th | 2 | Revision of cooperate authorship full topics. |
|  | 3 | Revision |
|  | 1 | Revision |
| 14th | 2 | Revision |
|  | 3 | Revision |
|  | 1 | Revision |
| 15th | 2 | Revision |
|  | 3 | Revision |

**Lesson Plan**

**Name of faculty**: - Preeti

**Discipline**: - LIS

**Semester**: - 5th

**Subject**: - information literacy.

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | What is information literacy and its definition. |  | What is online searching? |
| 1st | 2 | Need and purpose of information literacy. |  | Need & functions of online search. |
|  | 3 | Basic information of media literacy. |  | Uses of online searching. |
|  | 1 | Test. |  | Advantage & disadvantage of online searching. |
| 2nd | 2 | Revision of information literacy full topic. |  | What is writing of assignments? |
|  | 3 | Discuss of information literacy standard. |  | Uses of writing assignment. |
|  | 1 | Discuss of inf. Literacy guideline.  |  | Need & purpose of writing assignment. |
| 3rd | 2 | Define of 1st model of info. literacy  |  | What is evaluating inf. Source |
|  | 3 | Define of 2nd model of inf.lit. |  | Need &functions of evaluating of inf. Source. |
|  | 1 | Define of 3rd model of info. lit. |  | Advantage &disadvantage of inf. Source. |
| 4th | 2 | Define of 4th model of inf. Lit. |  | Revision |
|  | 3 | Define of 5th model of inf.lit. |  | Revision |
|  | 1 | Define of 6th model of inf. lit. |  | Revision |
| 5th | 2 | Test |  | Revision |
|  | 3  | Revision of model of info.lit. full topic. |  | Revision |
|  | 1 | What is online search and define. |  | Revision |
| 6th | 2 | What is offline search and define. |  | Revision |
|  | 3 | Need &purpose of online &offline search. |  | Revision |
|  | 1 | Different between online and offline search. |  | Revision |
| 7th | 2 | Test |  | Revision |
|  | 3 | Define of information source. |  | revision |
|  | 1 | Describe of human info. Source. |  | Revision |
| 8th | 2 | Describe of documentary info. Source. |  | Revision |
|  | 3 | Describe of institutional info. Source. |  | Revision |
|  | 1 | Test |  | Revision |
| 9th | 2 | What is criteria for evaluation of inf. |  | Revision |
|  | 3 | Describe of Information source &website. |  | Revision |
|  | 1 | Test |  | Revision |
| 10th | 2 | Define of ethically information. |  | Revision |
|  | 3 | Define of legally information. |  | Revision |
|  | 1 | Need &purpose of legally &ethically inf. |  | Revision |
| 11th | 2 | Different between legally &ethically inf. |  | Revision |
|  | 3 | Define in style guides and eiting reference. |  | Revision |
|  | 1 | What is manuals. |  | Revision |
| 12th | 2 | Standards of citing reference. |  | Revision |
|  | 3 | Test |  | Revision |
|  | 1 | What is empowering 8model of inf. |  | Revision |
| 13th | 2 | Intro. Stages of inf. Lit. |  | Revision |
|  | 3 | Need & functions of inf. Lit. |  | Revision |
|  | 1 | Test |  | Revision |
| 14th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |
|  | 1 | Revision |  | Revision |
| 15th | 2 | Revision |  | Revision |
|  | 3 | Revision |  | Revision |