

Name of Faculty : Dr. Usha Rani

Discipline : Library & information Science

Semester : 2ND

SUBJECT : Library cataloguing

Lesson Plan Duration : 15 Weeks (From 20 January to 25 April 2025.)

Week	Lecture day	Topic (including assignments /test)	Pr Day	Practical
1st	1st	Introduction about the syllabus	1st	Introduction about classified Catalogue code
	2nd	Introduction About CCC	2nd	History of classified Catalogue code & its various edition
	3rd	Features of CCC	3rd	Practice
			4th	Practice
2nd	1st	DO	1st	Types of entry
	2nd	Types of cataloguing entries	2nd	Main & Added entry
	3rd	Main entry & its sections	3rd	Practice
			4th	Practice
3rd	1st	DO	1st	Section of main entry
	2nd	types of added entries	2nd	DO
	3rd	DO	3rd	DO
			4th	DO
4th	1st	Catalogue card arrangements	1st	Skelton card of main entry
	2nd	DO	2nd	DO
	3rd	DO	3rd	Practice of main Entry
			4th	DO
5th	1st	Single Authorship	1st	Practice of main Entry
	2nd	Joint Authorship	2nd	DO
	3rd	Test	3rd	DO
			4th	DO
6th	1st	Choice 4 Rendering of main entry	1st	Main Entry og Singlr
	2nd	Do	2nd	Personal Author
	3rd	Choice 4 Rendering of Added entry	3rd	Practice of single
			4th	DO
7th	1st	DO	1st	Authorship entry
	2nd	Collaborating	2nd	Added entry of single Author
	3rd	Choice 4 Rendering of collaborator	3rd	Practice
			4th	Practice
8th	1st	Pseudonym works	1st	Practice of entry
	2nd	DO	2nd	Practice of entry
	3rd	Roles of cataloguing of psedonym	3rd	DO
			4th	DO
9th	1st	DO	1st	Practice of entry
	2nd	DO	2nd	Practice of entry
	3rd	Chain procedure : definition	3rd	DO
			4th	DO
10th	1st	Types of links in chain procedure	1st	Join author (Main entry)
	2nd	Test	2nd	Join author (Main entry)
	3rd	Procedure of chain in cataloguing	3rd	Practice
			4th	Practice
11th	1st	DO	1st	Three author main entry
	2nd	Example of vhin procedure	2nd	Three author main entry
	3rd	Features of chain procedure	3rd	Added entry of three author
			4th	Practice
12th	1st	Cooperative cataloguing	1st	Collaborator (Main entry)
	2nd	DO	2nd	Practice of main entry
	3rd	Merits & demerits of cooperate	3rd	Do
			4th	Practice of Added entry
13th	1st	Centerized cataloguing	1st	Editor (Main entry)
	2nd	Forms of centerized catalogue	2nd	Editor (Added entry)
	3rd	Objective of centerized catalogue	3rd	DO
			4th	DO
14th	1st	Merits & demerits of centerized catalogue	1st	Transtlator (Main entry)
	2nd	Union catalogue : definition	2nd	Practice of Main entry
	3rd	Objective of union catalogue	3rd	Transtlator (Added entry)
			4th	DO

15th	1st	Compilation of union catalogue	1st	Illustrator (Main entry & Added entry)
	2nd	Test	2nd	Practice
	3rd	merits & demerits of union catalogue	3rd	DO
			4th	DO
16th	1st	Short question & revision	1st	Pseudonym works main entry
		Do	2nd	Practice ,
		DO	3rd	Added entry of Pseudonym according to CCC Practice
		Do	4th	Practice

Name of Faculty : Dr. Usha Rani

Discipline : Library & information Science

Semester : 2ND

SUBJECT : Professional communication

Lesson Plan Duration : 15 Weeks (From 20 January to 25 April 2025.)

Week	Lecture Day	Topic (including assignments /test)	Pr Day	Practical
1st	1st	Introduction about syllabus	1	Introduction about syllabus
	2nd	Meaning & Importance of Professional Communication	2	How to prepare presentation
2nd	1st	Process of communication	1	Features of good presentation
	2nd	Various means of communication	2	Practice of presentation
3rd	1st	Selection of means of communication	1	Practice
	2nd	Communication through internet	2	Practice
4th	1st	Written Communication: Enquiry letter & placing orders	1	Practice
	2nd	Complaint letter	2	Practice of oral conversation on telephone
5th	1st	Memo,Circulars & Office Notes	1	Practice
	2nd	Test	2	practice
6th	1st	Mintues of Meetings	1	practice
	2nd	press release & corrigendum	2	practice
7th	1st	writing telephonic message	1	use of internet
	2nd	use of internet & E-mail & its benefit & process	2	Practice
8th	1st	Meaning & importance of official Conespondence	1	Practice
	2nd	In coming Corespondence procedure	2	Email sending practice
9th	1st	Outgoing correspondence , procedure	1	Email practice
	2nd	Ordinary Post Registered post ,parcel Registered Parcel	2	Responding of an emailn
10th	1st	Speed Post , courier	1	Annual report of an academic Library
	2nd	Test	2	Practice
11th	1st	presentation skill of its features	1	Report writing practice
	2nd	Telephone Etiquetie	2	Practice
12th	1st	Tips for developing employable skills	1	Making presentation with audio - visual aids
	2nd	Resume prepartion	2	Practice
13th	1st	kind of Resume & Biodata	1	Practice
	2nd	Presuasive presentations using multi-media Aids	2	Preperation of an interview
14th	1st	Official letter & Demi official letter	1	Guidline for an interview
	2nd	Do	2	Practice
15th	1st	Memorandum , office order & press Release	1	Practice
	2nd	Test	2	Telephonic interview
16th	1st	Revision & short questions	1	Face to face interview
			2	letter Writing Practice

Name of Faculty : Dr. Usha Rani

Discipline : Library & information Science

Semester : 4th

SUBJECT : Programme Elective (Academic Library)

Lesson Plan Duration : 15 Weeks (From 20 January to 25 April 2025.)

Week	Lecture Day	Topic (including assignments /test)	
1st	1st	Introduction about syllabus	
	2nd	Definition & objectives of Academic Library	
	3rd	Functions & types of Academic Library	
2nd	1st	Role of Academic Library in Higher Education	
	2nd	Do	
	3rd	Role of UGC & other bodies for Academic Library development	
3rd	1st	Selection process for new books	
	2nd	Selection process for other documents	
	3rd	Acquisition process for Library documents	
4th	1st	Role of Library communication in collection Development	
	2nd	Write off method	
	3rd	Weeding out policy	
5th	1st	Test	
	2nd	Traditional services of Library	
	3rd	ICT enabled Services of Library	
6th	1st	Information Literacy & its Objectives	
	2nd	Importances of information Literacy	
	3rd	Orientation programmes for users	
7th	1st	Document delivery service	
	2nd	Library Bulletin	
	3rd	Newspaper clipping service	
8th	1st	Resource sharing	
	2nd	Library Network	
	3rd	Library consortia	
9th	1st	INFLIBNET	
	2nd	NLIST	
	3rd	Digital Library consortium	
10th	1st	Test	
	2nd	Library Finance : Definition	
	3rd	Sources of library Finance	
11th	1st	Various expenditure heads	
	2nd	Do	
	3rd	Library Budget : Definition	
12th	1st	Types of Budget	
	2nd	Do	
	3rd	Do	
13th	1st	Features of Budget	
	2nd	Do	
	3rd	Guidelines for Preparation of Budget	
14th	1st	Do	
	2nd	Do	
	3rd	Do	
15th	1st	Short Questions	
	2nd	Revision	
	3rd	Test	

Name of Faculty : Dr. Usha Rani

Discipline : Library & information Science

Semester : 4th

SUBJECT : Information Storage & Retrieval

Lesson Plan Duration : 15 Weeks (From 20 January to 25 April 2025.)

Week	Lecture Day	Topic (including assignments /test)	
1st	1 st	Introduction about syllabus	
	2nd	Definition & characterstics ISAR system	
	3rd	Objectives of ISAR system	
2nd	1 st	Components of ISAR	
	2nd	DO	
	3rd	Database : definition & Types	
3rd	1 st	Function of database	
	2nd	CD ROM DATABASE & Online Database	
	3rd	DO	
4th	1 st	IR process & its stratigey	
	2nd	DO	
	3rd	Evaluation of ISAR system	
5th	1 st	Principal of Bibliographic Description	
	2nd	Evaluation Bib. Description	
	3rd	Test	
6th	1 st	DO	
	2nd	Standard for Bibliographic record formats	
	3rd	Metadata concepts & types of metadata	
7th	1 st	Dublin Core	
	2nd		
	3rd	DO	
8th	1 st	Definition & purpose of Vocabulary control	
	2nd	DO	
	3rd	Classification schedules	
9th	1 st	Subject heading list	
	2nd	DO	
	3rd	Thesaurus: Definition & types	
10th	1 st	indexing : Definition & types	
	2nd	Characteristics of index	
	3rd	Test	
11th	1 st	Pre- coordinate indexing system	
	2nd	Chain indexing	
	3rd	DO	
12th	1 st	PRECIS & POPSI	
	2nd	DO	
	3rd	Post coordinate indexing	
13th	1 st	KWIC	
	2nd	KWOC	
	3rd	Definition of abstract & Abstracting	
14th	1 st	Abstracting purpose	
	2nd	Types of Abstracting	
	3rd	Web information Retrieval: search engines : Definition	
15th	1 st	Function & components	
	2nd	Meta search engines	
	3rd	Test	
16th	1 st	Subject Gateway	
	2nd	Institutional Repositories	
	3rd	Revision & short Questions	