Lesson Plan

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 1st

Subject: Library Cataloguing
LESSON PLAN DURATION: 17 WEEKS (FROM 3rd August to 23rd November 2026.)
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Week	Dates	Lecture	Topic/Content.
1	3–9 Aug	1	Introduction to the course, objectives, evaluation scheme
		2	**Unit I:** Library Catalogue – Historical Perspective
		3	Definition, Need and Purpose of Library Catalogue
2	10–16 Aug	1	Functions of Library Catalogue
		2	Objectives and Importance of Catalogue in Libraries
		3	Revision and Classroom Discussion (Unit I)
3	17–23 Aug	1	**Unit II:** Physical Forms of Catalogue – Introduction
		2	Book Form Catalogue
		3	Sheaf Form Catalogue
4	24–30 Aug	1	Card Form Catalogue
		2	Advantages and Disadvantages of Conventional Forms
		3	Practical Examples and Comparison
5	31 Aug–6 Sept	1	Non-Conventional Forms – Computerized Catalogue
		2	OPAC and Online Catalogue Systems
		3	Revision of Unit II
6	7–13 Sept	1	**Unit III:** Types of Library Catalogue – Introduction
		2	Alphabetical Catalogue
		3	Features, Merits and Limitations Classified Catalogue
7	14–20 Sept	1	**IST SESSIONAL TEST**
		2	Merits and Limitations
		3	Dictionary Catalogue
8	21–27 Sept	1	Comparative Study of Alphabetical, Classified and Dictionary Catalogue
		2	Exercises on Catalogue Types
		3	Revision of Unit III
9	28 Sept–4 Oct	1	**Unit IV:** Introduction to AACR-II
		2	History and Objectives of AACR-II
		3	Structure and Organization of AACR-II
10	5–11 Oct	1	Rules for Description of Books
		2	Choice of Access Points
		3	Examples and Practice AACR-II Rules for Authors and Titles
11	12–18 Oct	1	**II SESSIONAL TEST**
		2	Corporate Authors and Uniform Titles
		3	Revision of Unit IV
12	19–25 Oct	1	**Unit V:** Kinds of Entries – Introduction
		2	Main Entry
		3	Added Entries
13	26 Oct–1 Nov	1	Parts of Main Entry
		2	Preparation of Added Entries
		3	Practice Exercise

14	2–8 Nov	1	Sears List of Subject Headings – Introduction
		2	Principles of Subject Headings
		3	Subject Heading Assignment using Sears List
15	9–15 Nov	1	Subject Heading Practice
		2	Entries according to AACR-II
		3	Revision of Unit V Comprehensive Revision – Units I & II
16	16–22 Nov	1	**III SESSIONAL TEST**
		2	Comprehensive Revision – Units III & IV
		3	Comprehensive Revision – Unit V
17	23 Nov	1	Model Question Discussion
		2	Doubt Clearing Session
		3	Final Revision and Internal Assessment Preparation

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04 Hours(Practical)

Name of Faculty: USHA RANI

Subject: - Library & Information Society Practical

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Introduction about Library & concept of Library
		2	Old Concept & Modern Concept of Library Academic.
II	03/08/26 to 07/08/26	1	Function of Academic Library.
		2	Function of Academic Library.
		3	Services of Academic Library

		4	**Services of information centre**
III	**10/08/26 to 14/08/26**	**1**	**Services of information centre**
		2	**To Prepare Report of Library.**
		3	**Library Visit (KCGPW)Practice**
		4	**Practice**
IV	**17/08/26 to 21/08/26**	**1**	**Practice**
		2	**Practice**
		3	**Organizational Charts on Library Activities.**
		4	**Organizational Charts on Library Activities.**
V	**24/08/26 to 28/08/26**	**1**	**Organizational Charts on Library Activities.**
		2	**Book Exhibition Activities**
		3	**Book Exhibition Activities**
		4	**Book Display Activities**
VI	**31/09/26 to 04/09/26**	**1**	**File Checking**
		2	**Class Test**
		3	**Short Question**
		4	**Short Question**
VII	**07/09/26 to 11/09/26**	**1**	**Short Question**
		2	**Preparation of Quiz on library activities**
		3	**Quiz on library related activities**
		4	**Slogan writing on library related activities**
VIII	**14/09/26 to 18/09/26**	**1**	**Slogan writing on library related activities**
		2	**IST SESSIONAL TEST**

		3	**Essay competition on library related activities**
		4	**Essay competition**
IX	**21/09/26 to 25/09/26**	**1**	**Video Films on library related activities**
		2	**Video Films on library related activities**
		3	**Video Films on library related activities**
		4	**Video Films on library related activities**
X	**28/09/26 to 02/10/26**	**1**	**Video Films on library related activities**
		2	**File Checking**
		3	**File Checking**
		4	**Short question**
XI	**05/10/26 to 09/10/26**	**1**	**National association any one**
		2	**National association any one**
		3	**International association any one**
		4	**International association any one**
XII	**12/10/26 to 16/10/26**	**1**	**Short question**
		2	**II SESSIONAL TEST**
		3	**Class test**
		4	**Library visit report format**
XIII	**19/10/26 to 23/10/26**	**1**	**Library visit report format**
		2	**Public library visit report**
		3	**Public library visit report**
		4	**National Library of Indiaa**
XIV	**26/10/26 to 30/10/26**	**1**	**Library Visit (College Library)**
		2	**Library Visit Report**

		3	**Library Visit Report**
		4	**NISCAIR Information Centre & Its Functions**
XV	**02/11/26 to 06/11/26**	**1**	**NISCAIR Information Centre & Its Functions**
		2	**NASSDOC Information Centre & its Functions**
		3	**NASSDOC Information Centre & its Functions**
		4	**University Library Visit**
XVI	**09/11/26 to 13/11/26**	**1**	**Library Visit Report**
		2	**Library Visit Report**
		3	**Practice For Viva**
		4	**Practice For Viva**
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Short Question for Viva**
		3	**Revision**
		4	**File Checking**

LESSON PLAN

DISCIPLINE : LIBRARY & INFORMATION SCIENCE
NAME OF FACULTY : Sonia Devi
SUBJECT: Library Classification (pr.)
SMESTER: 1st
LESSON PLAN DURATION: FROM 3rd August 2026 to 23rd November 2026.
Work load (Lecture) per week (in Hours); 04 Hours(pr.)

WEEK	DATE	LECTURE	TOPIC
I	03/08/26 to 07/08/26	1	Introduction about syllabus
		2	Introduction DDC and its structure
		3	Understanding classes, divisions and sections
		4	Locating subjects in DDC
II	10/08/26 to 14/08/26	1	Define Ten main class DDC
		2	Define Seven Table DDC
		3	Define Four volume DDC
		4	Additions of DDC
III	17/08/26 to 21/08/26	1	Introduction of First summery
		2	Abridged edition of DDC
		3	Generalities: Introduction and scope
		4	Practice with simple subjects
IV	24/08/26 to 28/08/26	1	Practice with complex subjects
		2	Generalities: Classification exercise
		3	Title practice
		4	-do-
V	31/09/26 to 04/09/26	1	Classification of library and information science document
		2	Practice of DDC schedules
		3	Title practice
			Title revisions
VI	07/09/26 to 11/09/26	1	Philosophy : introduction and major divisions
		2	Classification of philosophy subject
		3	Practice simple subjects
		4	Title practice
VII	14/09/26 to 18/09/26	1	Religion : introduction and scope
		2	Classification of major religions
		3	Practice : Hinduism, Buddhism
		4	Practice : Christianity and other Religious topic
VIII	21/09/26 to 25/09/26	1	Classification of religion
		2	All Title practice
		3	Revision
		4	Title practice

IX	28/09/26 to 02/10/26	1	Social Silence : Introduction and scope
		2	Classification of sociology and related subjects
		3	Title practice
		4	-do-
X	05/10/26 to 09/10/26	1	Languages : introduction and structure
		2	Classification of language documents
		3	Title Practice
		4	-do-
XI	12/10/26 to 16/10/26	1	Pure Sciences: Introduction and major divisions
		2	Classification of Mathematics, Physics and Chemistry
		3	Title practice
		4	Mixed exercise in pure sciences
XII	19/10/26 to 23/10/26	1	Technology: Introduction and major divisions
		2	Classification of engineering subjects
		3	Title practice
		4	Revision
XIII	26/10/26 to 30/10/26	1	Art : Introduction and major division
		2	Title practice
		3	All title practice
		4	-do-
XIV	02/11/26 to 06/11/26	1	Literature : introduction and major division
		2	Title practice
		3	Title practice
		4	Title practice
XV	09/11/26 to 13/11/26	1	Classification of General Geography and History
		2	Use of table 1: Standard Subdivision
		3	Use of table 2: Geographical areas
		4	-do-
XVI	16/11/26 to 23/11/26	1	Over all revision
		2	Title practice
		3	Title practice
		4	Title practice

LESSON PLAN

DISCIPLINE : LIBRARY & INFORMATION SCIENCE
NAME OF FACULTY : Sonia Devi
SUBJECT: Advance Library Cataloguing (pr.)
SMESTER: 1st
LESSON PLAN DURATION: FROM 3rd August 2026 to 23rd November 2026.
Work load (Lecture) per week (in Hours); 04 Hours(pr.)

WEEK	DATE	LECTURE	TOPIC
I	03/08/26 to 07/08/26	1	Introduction about syllabus
		2	Intro of AACR-II
		3	Structure of catalogue card
		4	-do-
II	10/08/26 to 14/08/26	1	Introduction of main entry
		2	Skeleton card of main entry
		3	Types of entry
		4	-do-
III	17/08/26 to 21/08/26	1	According to AACR-II
		2	Main entry section
		3	Define heading section, Body section
		4	Define Physical description, Series area
IV	24/08/26 to 28/08/26	1	Define note section, ISBN section
		2	Tracing section call No.
		3	Revision for all sections
		4	-do-
V	31/09/26 to 04/09/26	1	Theory of single personal author
		2	Main entry practice 1-2
		3	Added entry practice (Subject)
		4	Added entry (Title)
VI	07/09/26 to 11/09/26	1	Revision of rules of single author
		2	Main entry practice 3 - 4
		3	Added entry (editor)
		4	Revision
VII	14/09/26 to 18/09/26	1	Single personal author -5
		2	Additional Bibliographic detail
		3	Main entry
		4	Added entry (Series)
VIII	21/09/26 to 25/09/26	1	Introductions of Joint Authors
		2	Practice Joint author title-1
		3	Practice Title-2
		4	-do-

IX	28/09/26 to 02/10/26	1	Joint Author title-3
		2	Practice title-4
		3	Added entry
		4	-do-
X	05/10/26 to 09/10/26	1	Practice with different forms of join author
		2	Preparation of main and added entry
		3	Title practice-5
		4	Revision of all entry
XI	12/10/26 to 16/10/26	1	Introduction of collaborator
		2	AACR-II rules relating to collaborator and different rules
		3	Identification of Principal author and collaborators
		4	Practice: Collaborators – Titles 1 and 2
XII	19/10/26 to 23/10/26	1	AACR-II rules relating to collaborator and different rules
		2	Practice of main entry- Titles 3 and 4
		3	Practice of added entry
		4	-do-
XIII	26/10/26 to 30/10/26	1	Advanced exercises on works involving collaborators
		2	Practice of main entry Title- 5
		3	Practice of added entry
		4	-do-
XIV	02/11/26 to 06/11/26	1	Introduction of Pseudonyms
		2	AACR-II rules for works published under pseudonyms
		3	Catalogue entries for pseudonymous works
		4	Revision
XV	09/11/26 to 13/11/26	1	Practice of main entry Title 1 and 2
		2	Practice of added entry
		3	Practice of reference entry (Real name)
		4	Revision of all entry
XVI	16/11/26 to 23/11/26	1	Title practice Main entry 3 and 4
		2	Practice of added entry
		3	Practice of reference entry
		4	-do-

LESSON PLAN

Lesson Plan Duration : 03/08/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Name of Faculty: NEELAM DEVI

Subject: - Library and Information Society(Theory)

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	**05/08/26 to 07/08/26**	**1**	Introduction about the Syllabus
		2	Concept of Library in Society – Introduction and Meaning
		3	Definition of Library
II	**12/08/26 to 14/08/26**	**1**	Objectives of Library
		2	Role of Library in Society
		3	Functions of Library
III	**19/08/26 to 21/08/26**	**1**	Importance of Library in Society
		2	Types of Libraries – Introduction and Classification
		3	Academic Library – Meaning, Objectives and services and functions
IV	**26/08/26 to 28/08/26**	**1**	Types of Academic libraries, School library – meaning and objectives
		2	College library – meaning, objectives, Services and Functions
		3	Special Library – Meaning, Objectives, services and Functions
V	**02/09/26 to 04/09/26**	**1**	Public Library – Functions and Role in Community Development
		2	National Library – Meaning and Objectives
		3	National Library – Services
VI	**09/09/26 to 11/09/26**	**1**	Comparative Study of Different Types of Libraries and their Services
		2	**Class Test**
		3	Laws of Library Science – Introduction and Concept, First Law and second laws and their implications
VII	**16/09/26 to 18/09/26**	**1**	Third Law, FourthLaws of Library Science and their implications in library activities
		2	Fifth Laws of Library Science and their implications in library activities
		3	**Short Questions**
VIII	**23/09/26 to**	**1**	**IST SESSIONAL TEST**

	25/09/26	**2**	**Practice**
		3	**Practice**
IX	**30/09/26 to 02/10/26**	**1**	Professional Associations – Meaning and Importance
		2	Indian Library Association (ILA)
		3	IASLIC – Objectives, Functions and Activities
X	**28/09/26 to 02/10/26**	**1**	RRRLF – Objectives, Functions and Role
		2	DELNET – Objectives, Services and Importance
		3	Comparative Study of Indian Professional Associations
XI	**07/10/26 to 09/10/26**	**1**	IFLA – Introduction, Objectives and Functions
		2	ALA – Objectives, Functions and Activities
		3	UNESCO and Its Role in Libraries and Information
XII	**14/10/26 to 16/10/26**	**1**	Practice.
		2	**II SESSIONAL TEST**
		3	**Practice**
XIII	**21/10/26 to 23/10/26**	**1**	**Circulation Rules.**
		2	**Practice**
		3	**Practice**
XIV	**28/10/26 to 30/10/26**	**1**	Library Legislation – Definition and Concept
		2	Need and Importance of Library Legislation
		3	Scope of Library Legislation
XV	**04/11/26 to 06/11/26**	**1**	Indian Copyright Act, 1957 – Introduction and Objectives
		2	Indian Copyright Act, 1957 – Major Provisions and Library Implications
		3	Delivery of Books (Public Libraries) Act, 1954
XVI	**11/11/26 to 13/11/26**	**1**	Right to Information Act – Introduction and Concept
		2	Right to Information Act – Indian Context and Importance for Libraries
		3	Overall Revision – Library Legislation and Important Questions
XVII	**18/11/26 to 20/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Name of Faculty: USHA RANI

Subject: - Library Classification

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Define and differentiate between data, information, knowledge, and wisdom.
		2	Define and differentiate between data, information, knowledge, and wisdom
II	03/08/26 to 07/08/26	1	Explain the various types of knowledge.
		2	Define knowledge classification and book classification.
		3	Identify the need and functions of knowledge classification.
III	10/08/26 to 14/08/26	1	Need and functions of book classification.
		2	Analyze the key differences between knowledge and book classification.
		3	Analyze the key differences between knowledge and book classification.
IV	17/08/26 to 21/08/26	1	Define the "universe of subject." and its concept.
		2	Explain the purpose of organizing subjects.
		3	Categorize subjects into simple, compound, and complex with example. Difference between compound and complex subjects
V	24/08/26 to 28/08/26	1	Define library classification.
		2	Explain the need, function, and importance of classification.
		3	Describe the essential qualities of a good subject arrangement.
VI	31/09/26 to 04/09/26	1	Discuss the overall purpose and functions of library classification.
		2	**Class Test**
		3	. Define and explain the importance of a notation system.
VII	07/09/26 to	1	Identify the need for notation in classification.

	11/09/26	**2**	Understand the role of digits and other symbols.
		3	**Short Questions**
VIII	**14/09/26 to 18/09/26**	**1**	**IST SESSIONAL TEST**
		2	Evaluate the qualities of a good notation system (e.g., simplicity, brevity, hospitality).
		3	Define a "call number" and its components.
IX	**21/09/26 to 25/09/26**	**1**	Identify different species of library classification (e.g., enumerative, almost enumerative, faceted).
		2	Identify different species of library classification (e.g., enumerative, almost enumerative, faceted).
		3	Difference between enumerateive and almost enumerative Classification Scheme.
X	**28/09/26 to 02/10/26**	**1**	Faceted Classification scheme
		2	**. Introduce the Dewey Decimal Classification (DDC) scheme.**
		3	Explain the origin and development of DDC
XI	**05/10/26 to 09/10/26**	**1**	Describe the structure of DDC (latest edition).
		2	Highlight salient features of the DDC scheme.
		3	Explain the role of the DDC Introduction.
XII	**12/10/26 to 16/10/26**	**1**	Discuss the use of DDC Tables, Schedules, and Relative Index
		2	**II SESSIONAL TEST**
		3	Explain the components of a classification number.
XIII	**19/10/26 to 23/10/26**	**1**	Importance of Classification :Easy retrieval of information Saves time and space
		2	Facilitates subject-wise arrangement
		3	Types of Library Classification Enumerative (e.g., DDC) Faceted (e.g., Colon Classification)
XIV	**26/10/26 to 30/10/26**	**1**	Dewey Decimal Classification (DDC)
		2	Colon Classification (CC)
		3	Basic Concepts : Class Number and Call Number
XV	**02/11/26 to**	**1**	Notation

	06/11/26	**2**	Schedule
		3	Structure of DDC : 10 main class of DDC
XVI	**09/11/26 to 13/11/26**	**1**	Tables in DDC
		2	Schedules and Relative index in DDC Multivolume book
		3	MCQs or fill in the blanks and short questions
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 2 +2 = 04 Hours(Theory & Practical)

Name of Faculty: DR USHA RANI

Subject: - Professional Communication - ll

WEEK	DATE	LECTURE	TOPIC (including assignment and test)	Practical
I	**30/07/26 to 31/07/26**	**1**	**Professional communication: Introduction about Syllabus**	**Professional communication: Introduction about Syllabus**
		2	**Components of Communication**	**Telephone Etiquettes**
II	**03/08/26 to 07/08/26**	**1**	**Effective Communication & its Importance**	**Qualities of a good presentation with emphasis on body language & use of visual aids**
		2	**7 C's Of Communication**	**Situational Conversation: Requesting and Responding to Requests**
III	**10/08/26 to 14/08/26**	**1**	**Types of non Verbal Communication and its Significance**	**Expressing Sympathy and condolence**
		2	**Effectiveness in Listening Skills and its Barriers**	**A small Formal and informal speech**
IV	**17/08/26 to 21/08/26**	**1**	**Effectiveness in speaking Skills and its Barriers**	**Warning: Asking and Giving information**
		2	**Types of Letters: Covering letter, Official, demi official, personal**	**Getting and giving Permission**
V	**24/08/26 to 28/08/26**	**1**	**Layout Of Letter and its Components**	**Asking for and giving opinion**
		2	**Planning and Process of letter writing**	**Debate**

VI	**31/09/26 to 04/09/26**	**1**	**Agenda & Minutes of meeting**	**seminar**
		2	**Class Test**	**Class Test**
VII	**07/09/26 to 11/09/26**	**1**	**Resume Writing and job application**	**Guidelines for interview**
		2	**Memo & Memo Reports**	**Guidelines for interview**
VIII	**14/09/26 to 18/09/26**	**1**	**IST SESSIONAL TEST**	**IST SESSIONAL TEST**
		2	**Brochure**	**Body language and gesture during interview**
IX	**21/09/26 to 25/09/26**	**1**	**Drafting, Mailing and responding of e-mail**	**Body language and gesture during interview**
		2	**Video Conferencing**	**Interview practice**
X	**28/09/26 to 02/10/26**	**1**	**Webinars**	**Interview practice**
		2	**Teleconferencing**	**Mock interview**
XI	**05/10/26 to 09/10/26**	**1**	**Resume Writing and Job Application**	**Mock interview**
		2	**Enquiry Letter & Placing Order**	**Do,s and don,t during interview**
XII	**12/10/26 to 16/10/26**	**1**	**Complaint Letter**	**Do,s and don,t during interview**
		2	**II SESSIONAL TEST**	**II SESSIONAL TEST**
XIII	**19/10/26 to 23/10/26**	**1**	**Press Release**	**Telephonic conversation**
		2	**Inspection Notes and Circulars**	**Presentation practice Powerpoint presentation**
XIV	**26/10/26 to 30/10/26**	**1**	**Report writing its types & Stock Verification Report**	**Group discussion concept and types**
		2	**Facing an Interview & Mock Interview, Post Interview Communication**	**Participate in GDs**
XV	**02/11/26 to 06/11/26**	**1**	**Facing an Interview & Mock Interview, Post Interview Communication**	**Group discussion**
		2	**Audio video Aids and Effective Presentation Telephonic and / Skype**	**Group discussion**
XVI	**09/11/26 to 13/11/26**	**1**	**Audio video Aids and Effective Presentation Telephonic and / Skype**	**Group discussion**
		2	**Group Discussion and its Strategies**	**Group discussion**
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**	**Revision/ Short Revision**

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 3rd

Subject: Advance Library Cataloguing
LESSON PLAN DURATION: FROM 3rd August to 23rd November 2026.
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Week	Date	Lecture	Topic
1	**03/08/26 to 07/08/26**	1	Introduction to the Course, Objectives and Evaluation Scheme
		2	Subject Heading – Meaning, Purpose and Functions
		3	Importance of Subject Headings in Library Cataloguing
2	**10/08/26 to 14/08/26**	1	Methods of Deriving Subject Headings
		2	Sears List of Subject Headings (SLSH)
		3	Practice on Subject Heading Assignment
3	**17/08/26 to 21/08/26**	1	Chain Procedure – Concept and Principles
		2	Deriving Subject Headings using Chain Procedure
		3	Revision of Unit I
4	**24/08/26 to 28/08/26**	1	Cataloguing of Uniform Titles and Serials – Introduction
		2	Uniform Titles – Meaning and Need
		3	Cataloguing of Serials according to AACR-II
5	**31/09/26 to 04/09/26**	1	Main and Added Entries for Serials
		2	Choice and Rendering of Headings (AACR-II & CCC)
		3	Practice Exercises and Government Publications
6	**07/09/26 to 11/09/26**	1	Periodical Publications and Non-Book Materials
		2	Corporate Authorship
		3	Examples and Practice
7	**14/09/26 to 18/09/26**	1	**IST SESSIONAL TEST**
		2	
		3	Practice on Cataloguing Non-Book Materials
8	**21/09/26 to 25/09/26**	1	Multi-volume Publications
		2	Comparative Study of AACR-II and CCC Rules
		3	Revision of Unit II
9	**28/09/26 to 02/10/26**	1	Resource Description and Standards – Introduction
		2	Metadata – Meaning, Purpose and Uses
		3	Types and Applications of Metadata
10	**05/10/26 to 09/10/26**	1	Resource Description and Access (RDA)

		2	Features and Importance of RDA
		3	Practical Examples on RDA
11	**12/10/26 to 16/10/26**	1	**II SESSIONAL TEST**
		2	International Standard Bibliographic Description (ISBD)
		3	Common Communication Format (CCF) and Comparison of MARC, ISBD & CCF
12	**19/10/26 to 23/10/26**	1	Revision of Unit III andMachine-Readable Cataloging (MARC
		2	OPAC – Objectives and Features
		3	Characteristics and Advantages of OPAC
13	**26/10/26 to 30/10/26**	1	Web OPAC – Features and Characteristics
		2	Difference between OPAC and Web OPAC
		3	Practice Session on OPAC Searching
14	**02/11/26 to 06/11/26**	1	Revision of Unit IV
		2	Filing of Entries – Introduction
		3	Principles of Filing Entries
15	**09/11/26 to 13/11/26**	1	Arrangement of Entries in Dictionary Catalogue
		2	Arrangement of Entries in Classified Catalogue
		3	Practice Exercises on Filing Rules
16	**16/11/26 to 20/11/26**	1	**III SESSIONAL TEST**
		2	Comprehensive Revision – Units I–II, Units III & IV
		3	Comprehensive Revision – Unit V
17	**23/11/26**	1	Model Question Paper Discussion
		2	Doubt Clearing Session
		3	Final Revision and Internal Assessment Preparation

NAME OF FACULTY : Babu Ram
DISCIPLINE : LIBRARY & INFORMATION SCIENCE
Semester : 3rd
Subject: Advance Library Classification
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

LESSON PLAN DURATION: FROM 30th July to 23rd November 2026.

Week	DATE	LECTURE	Topic
1	**30/07/26 to 31/07/26**	1	Introduction to Library Classification and overview of the course
		2	Meaning and purpose of Species of Library Classification
2	**03/08/26 to 07/08/26**	1	Introduction to Enumerative and Faceted Classification Schemes ,Purely Enumerative Classification Scheme: Concept and Features
		2	Merits and Demerits of Purely Enumerative Scheme

		3	Examples and discussion of Purely Enumerative Schemes
3	**10/08/26 to 14/08/26**	1	Almost Enumerative Classification Scheme: Concept
		2	Features and Characteristics of Almost Enumerative Scheme
		3	Merits, Demerits and Examples
4	**17/08/26 to 21/08/26**	1	Almost Faceted Classification Scheme: Concept and Meaning
		2	Features and Characteristics of Almost Faceted Scheme
		3	Merits, Demerits and Examples
5	**24/08/26 to 28/08/26**	1	Rigidly Faceted Classification Scheme: Concept
		2	Features and Structure of Rigidly Faceted Scheme
		3	Merits, Demerits and Examples
6	**31/09/26 to 04/09/26**	1	Almost Freely Faceted Classification Scheme: Concept
		2	Features and Characteristics of Almost Freely Faceted Scheme
		3	Merits, Demerits and Examples
7	**07/09/26 to 11/09/26**	1	Freely Faceted Classification Scheme: Concept
		2	Features and Characteristics of Freely Faceted Scheme
		3	Merits and Demerits of Freely Faceted Scheme, Comparative Study of Different Species of Classification
8	**14/09/26 to 18/09/26**	1	**IST SESSIONAL TEST**
		2	Difference between Enumerative and Faceted Classification Schemes
		3	Revision and Discussion of Unit I
9	**21/09/26 to 25/09/26**	1	Introduction to Canons of Helpful Sequence
		2	Evolutionary Sequence
		3	Time Sequence
10	**28/09/26 to 02/10/26**	1	Spatial Sequence
		2	Quantitative Measures Sequence
		3	Complexity Sequence
11	**05/10/26 to 09/10/26**	1	Traditional or Canonical Sequence
		2	Literary-Warrant Sequence
		3	Alphabetical Sequence
12	**12/10/26 to 16/10/26**	1	**II SESSIONAL TEST**
		2	Application of Canons of Helpful Sequence Comparative Study of Different Helpful Sequences
		3	Revision and Discussion of Unit II
13	**19/10/26 to 23/10/26**	1	Introduction to Colon Classification (CC) and Dewey Decimal Classification (DDC)
		2	Comparative Study of CC and DDC

		3	Notation in CC and DDC
14	**26/10/26 to 30/10/26**	1	Mnemonics in Library Classification
		2	Devices Used in CC and DDC
		3	Comparative Study and Revision of Unit III
15	**02/11/26 to 06/11/26**	1	Introduction to Current Trends in Library Classification
		2	Simple Knowledge Organization Systems (SKOS)
		3	Automatic Classification
16	**09/11/26 to 13/11/26**	1	Web Dewey
		2	Universal Decimal Classification (UDC) Online
		3	Taxonomies and their Applications Ranganathan's Book Number Formula
17	**16/11/26 to 20/11/26**	1	**III SESSIONAL TEST** Ontology and its Role in Knowledge Organization Cutter's Author Table
		2	CC7: Introduction and Important Features Book Number: Concept and Importance
		3	Overall Revision and Discussion
	23/11/26	1	Overall Revision and Discussion

Lesson Plan

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 3rd
Subject: Library Automation
LESSON PLAN DURATION: 17 S (FROM 3rd August to 23rd November 2026.)
Work load (Lecture) per week (in Hours); 02 Hours(Theory)

Week	Date	Lecture	Topic
1	3–9 August	1	Introduction to the Course, Objectives, Evaluation Scheme
		2	Library Automation – Definition, Objectives, Need and Purpose
2	10–16 August	1	Advantages of Library Automation
		2	Historical Perspective of Library Automation
3	17–23 August	1	Problems and Challenges in Library Automation
		2	Revision and Discussion of Unit I
4	24–30 August	1	Process of Library Automation – Introduction
		2	Planning for Library Automation
5	31 Aug–6 Sept	1	Steps in Planning Library Automation
		2	Implementation of Library Automation
6	7–13 Sept	1	Evaluation of Library Automation
		2	Revision of Unit II
7	14–20 Sept	1	**IST SESSIONAL TEST**
		2	Library Automation Software – Introduction Development of Library Automation Software
8	21–27 Sept	1	Features of Library Automation Software
		2	Free and Open Source Library Software
9	28 Sept–4 Oct	1	Proprietary Library Software
		2	Comparison of Free, Open Source and Proprietary Software
10	5–11 October	1	Criteria for Selecting Library Automation Software, Cataloguing Module and Task Analysis
		2	Introduction to Housekeeping Operations , Acquisition Module and Task Analysis
11	12–18 October	1	**II SESSIONAL TEST**
		2	Circulation Module and Task Analysis
12	19–25 October	1	Serial Control Module and Task Analysis
		2	Revision
13	26 Oct–1 Nov	1	Revision
		2	OPAC Module and Types of Payment System
14	2–8 November	1	Revision of Unit IV
		2	Automated Library Services – Introduction
15	9–15 Nov	1	Bibliographic Services and Document Delivery Services
		2	Reference Services and Information Services Alerting Services
16	16–22 Nov	1	**III SESSIONAL TEST**
		2	Revision of Unit V
17	23 November	1	Comprehensive Revision (Units I–V)
		2	Model Question Paper Discussion, Doubt Clearing and Internal Assessment Preparation

NAME OF FACULTY : Babu Ram
DISCIPLINE : LIBRARY & INFORMATION SCIENCE
Semester : 3rd
Subject: Library Management
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

LESSON PLAN DURATION: FROM 30th July to 23rd November 2026.

WEEK	DATE	LECTURE	TOPIC
1	**30/07/26 to 31/07/26**	1	Introduction to Management: Meaning and Definition
		2	Concepts, Nature and Scope of Management Importance
2	**03/08/26 to 07/08/26**	1	Principles of Management: Concept and Importance
		2	Major Principles of Management
		3	Application of Management Principles in Libraries
3	**10/08/26 to 14/08/26**	1	Schools of Thought in Management: Introduction
		2	Classical and Scientific Schools of Management
		3	Behavioral and Modern Schools of Management
4	**17/08/26 to 21/08/26**	1	Contribution of F. W. Taylor to Management
		2	Contribution of Henry Fayol to Management
		3	Comparative Study of F. W. Taylor and Henry Fayol
5	**24/08/26 to 28/08/26**	1	Functions of Management: Introduction to POSDCORB
		2	Planning, Organizing and Staffing under POSDCORB
		3	Directing, Coordinating, Reporting and Budgeting under POSDCORB
6	**31/08/26 to 04/09/26**	1	Application of POSDCORB in Library Management
		2	Review of Management Theory
		3	Revision of Unit I: Management Theory
7	**07/09/26 to 11/09/26**	1	Planning: Concept and Meaning
		2	Nature and Importance of Planning
		3	Planning in Library Management
8	**14/09/26 to 18/09/26**	1	**IST SESSIONAL TEST** Process of Planning
		2	Techniques of Planning
		3	Barriers to Effective Planning
9	**21/09/26 to 25/09/26**	1	Decision Making: Concept and Importance

		2	Process of Decision Making
		3	Coordination: Concept and Importance
10	**28/09/26 to 02/10/26**	1	Coordination and its Application in Libraries
		2	Relationship between Planning and Decision Making
		3	Revision of Unit II: Planning and Decision Making
11	**05/10/26 to 09/10/26**	1	Organization: Concept and Meaning
		2	Nature and Importance of Organization
		3	Principles of Organization
12	**12/10/26 to 16/10/26**	1	**II SESSIONAL TEST** Significance of Organization in Libraries
		2	Centralization: Concept, Advantages and Limitations
		3	Decentralization: Concept, Advantages and Limitations
13	**19/10/26 to 23/10/26**	1	Comparison between Centralization and Decentralization
		2	Organizational Charts with Respect to Libraries
		3	Library Authority: Need and Objectives
14	**26/10/26 to 30/10/26**	1	Library Committee: Need and Objectives
		2	Functions of Library Authority and Library Committee
		3	Revision of Unit III: Organization
15	**02/11/26 to 06/11/26**	1	Motivation: Concept, Importance and Characteristics
		2	Maslow's Hierarchy of Needs
		3	Application of Motivation in Library Management
16	**09/11/26 to 13/11/26**	1	Leadership: Concept, Nature and Importance
		2	Leadership Styles
		3	Controlling: Meaning, Concept, Importance and Types of Control Manpower Planning in Libraries
17	**16/11/26 to 20/11/26**	1	**III SESSIONAL TEST** Direction: Concept, Nature, Process and Methods Recruitment and Selection in Libraries
		2	Types, Duties and Responsibilities of Library Staff; Ethics for a Librarian
		3	Staff Training, Development, Continuing Education, Job Analysis, Job Evaluation and Performance Appraisal
	23/11/26	1	Revision of Unit IV: Controlling and Direction

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 04 Hours(Practical)

Name of Faculty: USHA RANI

Subject: - Library Automation Practical

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Introduction about Syllabus.
		2	Introduction About Library Automation.
II	03/08/26 to 07/08/26	1	Introduction About Library Automation.
		2	Types of Software.
		3	Types of Software.
		4	Types of Software.
III	10/08/26 to 14/08/26	1	Open Source Software.
		2	Open Source Software.
		3	Types of Open Source Software.
		4	Types of Open Source Software
IV	17/08/26 to 21/08/26	1	Types of Open Source Software.
		2	KOha Software: Introduction & its Features.
		3	KOha Software: Introduction & its Features.
		4	KOha Software: Introduction & its Features.
V	24/08/26 to 28/08/26	1	Various Modules in KOha Software.
		2	Various Modules in KOha Software.
		3	Administration Module.
		4	Administration Module.
VI	31/09/26 to 04/09/26	1	Administration Module.
		2	Class Test
		3	Function of Administration Module.
		4	Function of Administration Module.

VII	**07/09/26 to 11/09/26**	**1**	**Function of Administration Module.**
		2	**To Make New Library.**
		3	**To Make New Library.**
		4	**Short Questions**
VIII	**14/09/26 to 18/09/26**	**1**	**IST SESSIONAL TEST**
		2	**Practice**
		3	**Practice**
		4	**Practice**
IX	**21/09/26 to 25/09/26**	**1**	**Library Creation & Password.**
		2	**Library Creation & Password.**
		3	**Patron Setup.**
		4	**Patron Setup.**
X	**28/09/26 to 02/10/26**	**1**	**New Patron Practice.**
		2	**New Patron Practice.**
		3	**New Patron Practice.**
		4	**New Patron Practice.**
XI	**05/10/26 to 09/10/26**	**1**	**Item Types Practice**
		2	**Item Types Practice**
		3	**Fine Rules: Set The Rules.**
		4	**Fine Rules: Set The Rules.**
XII	**12/10/26 to 16/10/26**	**1**	**Practice.**
		2	**II SESSIONAL TEST**
		3	**Practice**
		4	**Practice**
XIII	**19/10/26 to 23/10/26**	**1**	**Circulation Rules.**
		2	**Practice**
		3	**Practice**
		4	**Practice**

XIV	**26/10/26 to 30/10/26**	**1**	**Cataloguing of Books**
		2	**Practice**
		3	**OPAC (Online Public Access Catalogue)**
		4	**OPAC (Online Public Access Catalogue)**
XV	**02/11/26 to 06/11/26**	**1**	**OPAC (Online Public Access Catalogue)**
		2	**Charging and Discharging**
		3	**Check in & Check Out**
		4	**Check in & Check Out**
XVI	**09/11/26 to 13/11/26**	**1**	**Practice**
		2	**Practice**
		3	**Short Question and Revision.**
		4	**Short Question and Revision.**
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**
		4	**Revision**

LESSON PLAN

Lesson Plan Duration: 05/08/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 02 Hours(Theory)

Name of Faculty: NEELAM DEVI

Subject: - MOOC: HUMAN RESOURCE MANAGEMENT

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	**03/08/26 to 07/08/26**	**1**	**Introduction about Syllabus.**
		2	Meaning, Definition and Concept of Human Resource Management
II	**10/08/26 to 14/08/26**	**1**	Nature, Scope, Objectives and Importance of HRM
		2	Meaning, Concept and Need of Human Resource Planning in Libraries
III	**17/08/26 to 21/08/26**	**1**	Staffing Norms as per UGC and State Government
		2	Job Analysis: Meaning, Objectives, Process and Importance
IV	**24/08/26 to 28/08/26**	**1**	Job Description and Job Specification for Library Assistant
		2	Assistant Librarian Recruitment: HSSC, DSSSB and Other Sources
V	**31/09/26 to 04/09/26**	**1**	Employment Tests: Types, Purpose and Use in Library Recruitment
		2	**Class Test**
VI	**07/09/26 to 11/09/26**	**1**	Interview Techniques, Placement, Induction and Orientation, Training Need Assessment in Libraries
		2	Types of Training: Koha, RFID and DDC
VII	**14/09/26 to 18/09/26**	**1**	**IST SESSIONAL TEST**
		2	Practice
VIII	**21/09/26 to 25/09/26**	**1**	Performance Appraisal: Meaning, Objectives and Importance
		2	Methods of Performance Appraisal and API for Teachers/Librarians
IX	**28/09/26 to 02/10/26**	**1**	Career Planning: Concept, Need and Process
		2	Promotion and Career Path: LA → Sr. LA → Assistant Librarian
X	**05/10/26 to 09/10/26**	**1**	Compensation: Meaning, Salary Structure and 7th Pay Commission
		2	Allowances and Other Components of Compensation
XI	**12/10/26 to 16/10/26**	**1**	Employee Welfare: Leave, Medical, Pension, GPF and EPF
		2	**II SESSIONAL TEST**

XII	**19/10/26 to 23/10/26**	**1**	Employee Motivation: Maslow's Need Hierarchy Theory Herzberg's Two-Factor Theory in Library Context
		2	Grievance Handling, Discipline and Staff Welfare Activities
XIII	**26/10/26 to 30/10/26**	**1**	Change Management: Managing Staff Resistance to Library Automation
		2	Multi-skilling of Library Staff
XIV	**02/11/26 to 06/11/26**	**1**	Outsourcing vs Permanent Staff: Advantages and Disadvantages
		2	HRM and NEP 2020: Role of Library Staff in Digital Learning
XV	**09/11/26 to 13/11/26**	**1**	Ethics and Professional Conduct for Library Professionals
		2	Library Rules: Government Conduct Rules and Basics of CCS Rules
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**

LESSON PLAN

DISCIPLINE : LIBRARY & INFORMATION SCIENCE
NAME OF FACULTY : Sonia Devi
SUBJECT: Advance Library Cataloguing (pr.)
SMESTER: 3rd
LESSON PLAN DURATION: FROM 3rd August 2026 to 23rd November 2026.
Work load (Lecture) per week (in Hours); 04 Hours(pr.)

WEEK	DATE	LECTURE	TOPIC
I	03/08/26 to 07/08/26	1	Introduction about syllabus
		2	Intro of AACR-II
		3	Structure of catalogue card
		4	-do-
II	10/08/26 to 14/08/26	1	Introduction of main entry
		2	Format of main entry according to AACR-II
		3	Types of entry
		4	-do-
III	17/08/26 to 21/08/26	1	According to AACR-II
		2	Main entry section of AACR-II
		3	Define heading section, Body section
		4	Define Physical description, Series area
IV	24/08/26 to 28/08/26	1	Introduction of periodical publication
		2	Title practice
		3	Main entry

		4	Added entry
V	31/09/26 to 04/09/26	1	Introduction of corporate author
		2	Title practice
		3	Main entry
			Added entry
VI	07/09/26 to 11/09/26	1	Introduction of government publication
		2	Title practice
		3	Main entry
		4	Added entry
VII	14/09/26 to 18/09/26	1	Introduction of non-book material
		2	Title practice
		3	Main entry
		4	Added entry
VIII	21/09/26 to 25/09/26	1	Introduction of multi-volume publication
		2	Title practice
		3	Main entry
		4	Added entry

IX	28/09/26 to 02/10/26	1	Intro of CCC
		2	Structure of catalogue card
		3	-do-
		4	Introduction of main entry
X	05/10/26 to 09/10/26	1	Format of main entry according to CCC
		2	Types of entry
		3	-do-
		4	According to CCC
XI	12/10/26 to 16/10/26	1	Main entry section of ccc
		2	Leading line section, Heading section
		3	Title section, Note section
		4	Tracing section, Accession number
XII	19/10/26 to 23/10/26	1	Introduction of periodical publication
		2	Title practice
		3	Main entry
		4	Added entry
XIII	26/10/26 to 30/10/26	1	Introduction of corporate author
		2	Title practice
		3	Main entry

		4	Added entry
XIV	02/11/26 to 06/11/26	1	Introduction of government publication
		2	Title practice
		3	Main entry
		4	Added entry
XV	09/11/26 to 13/11/26	1	Introduction of non-book material
		2	Title practice
		3	Main entry
		4	Added entry
XVI	16/11/26 to 23/11/26	1	Introduction of multi-volume publication
		2	Title practice
		3	Main entry
		4	Added entry

LESSON PLAN

DISCIPLINE : LIBRARY & INFORMATION SCIENCE
NAME OF FACULTY : Sonia Devi
SUBJECT: Advance Library Classification (pr.)
SMESTER: 3rd
LESSON PLAN DURATION: FROM 3rd August 2026 to 23rd November 2026.
Work load (Lecture) per week (in Hours); 04 Hours(pr.)

WEEK	DATE	LECTURE	TOPIC
I	03/08/26 to 07/08/26	1	Introduction about syllabus
		2	Introduction of CC
		3	Main class of CC
		4	Revision
II	10/08/26 to 14/08/26	1	Facet formula
		2	Connecting symbols
		3	Time isolate
		4	Language isolate
III	17/08/26 to 21/08/26	1	Edition of CC
		2	Structure and use of CC
		3	Five fundamental categories
		4	Common isolate
IV	24/08/26 to 28/08/26	1	Space isolate
		2	Simple title practice
		3	Simple title practice
		4	Space isolate
V	31/09/26 to 04/09/26	1	Introduction of phase relation
		2	Title practice
		3	Title practice
		4	Do
VI	07/09/26 to 11/09/26	1	Introduction of system and specials
		2	Title practice

		3	Title practice
		4	Do
VII	14/09/26 to 18/09/26	1	Introduction of mnemonics
		2	Title practice
		3	Title practice
		4	Do
VIII	21/09/26 to 25/09/26	1	Introduction of alphabetical
		2	Title practice
		3	Title practice
		4	Do
IX	28/09/26 to 02/10/26	1	Introduction about syllabus
		2	Introduction DDC and its structure
		3	Understanding classes, divisions and sections
		4	Locating subjects in DDC
X	05/10/26 to 09/10/26	1	Define Ten main class DDC
		2	Define Seven Table DDC
		3	Define Four volume DDC
		4	Additions of DDC
XI	12/10/26 to 16/10/26	1	Introduction of first summery
		2	Introduction of second summery
		3	Introduction of third summery
		4	Abridged edition of DDC
XII	19/10/26 to 23/10/26	1	Introduction to the use of DDC Table-III
		2	Title practice
		3	Introduction to the use of DDC Table-IV
		4	Title practice
XIII	26/10/26 to 30/10/26	1	Introduction to the use of DDC Table-V
		2	Title practice
		3	Introduction to the use of DDC Table-VI
		4	Title practice
XIV	02/11/26 to 06/11/26	1	Introduction to the use of DDC Table-VII
		2	Title practice
		3	Introduction to classification of periodical

		4	Periodical classification using CC/DDC
XV	09/11/26 to 13/11/26	1	Title practice
		2	Introduction of cutter author table
		3	Title practice
		4	Title practice
XVI	16/11/26 to 23/11/26	1	Introduction to Ranganathan book number formula
		2	Title practice
		3	Title practice
		4	Title practice

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 5th

Subject: Electronic Resource Management
LESSON PLAN DURATION: FROM 3rd August to 23rd November 2026.
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Week	Date/Period	**Lecture**	Topic
1	3–9 August	1	Unit I: Introduction to the Course, Objectives and Evaluation Scheme
		2	Introduction to Electronic Resource Management – Definition and Types of Electronic Resources
		3	Importance and Impact of Electronic Resources in Libraries
2	10–16 August	1	Overview of Electronic Resource Management (ERM)
		2	Categories and Characteristics of Electronic Resources
		3	Revision and Discussion of Unit I
3	17–23 August	1	Unit II: Acquisition and Budgeting – Introduction
		2	Methods of Acquiring Electronic Resources: Purchase
		3	Subscription and Consortial Agreements
4	24–30 August	1	Licensing Models: Subscription-Based Access
		2	Licensing Models: Perpetual Access and Open Access
		3	Budgeting Considerations for Electronic Resources
5	31 August–6 Sept	1	Cost Analysis and Budget Allocation
		2	Vendor Selection and Negotiation
		3	Revision of Unit II
6	7–13 September	1	Unit III: Access Management and User Support – Introduction
		2	Access Methods for Electronic Resources
		3	Discovery Tools and Resource Discovery Services
7	14–20 September	1	**IST SESSIONAL TEST**
		2	Authentication and Access Control: Username, Password, Proxy & VPN
		3	User Assistance and Reference Support Authentication Methods: IP Authentication
8	21–27 September	1	User Education and Training Programmes
		2	Troubleshooting Access Issues
		3	Revision of Unit III
9	28 September–4 October	1	Unit IV: Evaluation and Selection of Electronic Resources – Introduction
		2	Evaluation Criteria: Content and Quality
		3	Evaluation Criteria: Usability and Cost-Effectiveness
10	5–11 October	1	Selection Procedures for Electronic Resources
		2	Decision-Making Process in Resource Selection
		3	Collection Development Policies for Electronic Resources
11	12–18 October	1	**II SESSIONAL TEST**
		2	Deselection of Electronic Resources
		3	Weeding of Electronic Resources andRevision of Unit IV
12	19–25 October	1	Unit V: Maintenance and Preservation – Introduction
		2	Archiving Procedures for Electronic Resources
		3	Backup Procedures and Digital Preservation
13	26 Octo–1 Nov	1	Usage Statistics and Assessment Tools
		2	Analysis of Usage Statistics
		3	Performance Evaluation of Electronic Resources
14	2–8 November	1	Legal Issues in Electronic Resource Management
		2	Ethical Issues: Copyright, Licensing and Fair Use
		3	Case Studies in Electronic Resource Management
15	9–15 November	1	Emerging Trends in Electronic Resource Management
		2	Best Practices in Electronic Resource Management
		3	Revision of Unit V
16	16–22 November	1	**III SESSIONAL TEST** Comprehensive Revision – Units I & II

		2	Comprehensive Revision – Units III & IV
		3	Comprehensive Revision – Unit V
17	23 November	1	Model Question Paper Discussion
		2	Doubt Clearing Session
		3	Final Revision and Internal Assessment Preparation

LESSON PLAN

Lesson Plan Duration : 30/07/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Name of Faculty: USHA RANI

Subject: - Information Literacy

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	30/07/26 to 31/07/26	1	Introduction about the syllabus of inf. Literacy
		2	Meaning and Definition of information literacy
II	03/08/26 to 07/08/26	1	Need of information literacy
		2	Objectives of information literacy in digital age
		3	Importance of information literacy in digital age
III	10/08/26 to 14/08/26	1	Empowering eight model of inf. Literacy
		2	Empowering eight model of inf. Literacy
		3	Kuhlthau's information search process model
IV	17/08/26 to	1	Kuhlthau's information search process model

	21/08/26	2	SCONUL Seven Pillar model
		3	SCONUL Seven Pillar model
V	24/08/26 to 28/08/26	1	The big six information literacy model
		2	The big six information literacy model
		3	Importance of information literacy in digital age
VI	31/09/26 to 04/09/26	1	Importance of information literacy in digital age
		2	Class Test
		3	Scope of Information Literacy Programme
VII	07/09/26 to 11/09/26	1	Scope of Information Literacy Programme
		2	Impact of Information Literacy Programme
		3	Short Questions
VIII	14/09/26 to 18/09/26	1	IST SESSIONAL TEST
		2	Online & Offline : planning ?& implementation of information literacy programme
		3	Online & Offline : planning ?& implementation of information literacy programme
IX	21/09/26 to 25/09/26	1	Information Literacy Program for users
		2	Information Literacy Program for Professionals
		3	Information Literacy Program for Professionals
X	28/09/26 to 02/10/26	1	Information need Assesment
		2	Web Based Services: Lib Guide
		3	Information Literacy Products: Library Brochure, Database Brochure
XI	05/10/26 to 09/10/26	1	Information Literacy Products: Library Brochure, Database Brochure
		2	Information Bulletin Designing of Information Literacy Programme
		3	Information Bulletin Designing of Information Literacy Programme
XII	12/10/26 to 16/10/26	1	Policy & guidelines of ACRL
		2	II SESSIONAL TEST

		3	**Policy & guidelines of ALA**
XIII	**19/10/26 to 23/10/26**	**1**	**Policy & guidelines of IFLA**
		2	**Policy & guidelines of IFLA**
		3	**Policy & guidelines of UNESCO**
XIV	**26/10/26 to 30/10/26**	**1**	**Policy & guidelines of UNESCO**
		2	**Media Literacy: need & purpose**
		3	**Media Literacy: need & purpose**
XV	**02/11/26 to 06/11/26**	**1**	**Web-based Information Literacy system**
		2	**Web-based Information Literacy system**
		3	**OPAC Information Literacy system**
XVI	**09/11/26 to 13/11/26**	**1**	**OPAC Information Literacy system**
		2	**Life Long learning system**
		3	**Life Long learning system**
XVII	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**

NAME OF FACULTY : Babu Ram
DISCIPLINE : LIBRARY & INFORMATION SCIENCE
Semester : 5th
Subject: Digital Library
Work load (Lecture) per week (in Hours); 03 Hours(Theory)

LESSON PLAN DURATION: FROM 30th July to 23rd November 2026.

WEEK	DATE	LECTURE	Topic
1	**30/07/26 to 31/07/26**	**1**	Introduction to Digital Libraries: Conceptual Framework
		2	Definitions and Meaning of Digital Libraries
2	**03/08/26 to 07/08/26**	**1**	Features of Digital Libraries Types of Digital Libraries: Hybrid and Virtual Libraries
		2	Types of Digital Libraries: Electronic and Cyber Libraries

		3	Comparison of Different Types of Digital Libraries
3	**10/08/26 to 14/08/26**	**1**	Digital Resources: Concept and Types
		2	E-Journals and E-Books
		3	Multimedia and Online Resources
4	**17/08/26 to 21/08/26**	**1**	Role of Digital Libraries in Education
		2	Role of Digital Libraries in Research
		3	Review of Unit I: Digital Libraries
5	**24/08/26 to 28/08/26**	**1**	Introduction to Digital Library Planning and Development
		2	Planning a Digital Library
		3	Steps in Developing a Digital Library
6	**31/09/26 to 04/09/26**	**1**	Implementation of a Digital Library
		2	Introduction to Digital Library Management Software (DLMS)
		3	Selection Process of Digital Library Software
7	**07/09/26 to 11/09/26**	**1**	Features and Selection Criteria of DLMS
		2	Overview of Greenstone
		3	Features and Applications of Greenstone
8	**14/09/26 to 18/09/26**	**1**	**IST SESSIONAL TEST** Overview and Features of DSpace
		2	Overview and Features of E-Prints
		3	Comparison of Greenstone, DSpace and E-Prints
9	**21/09/26 to 25/09/26**	**1**	Introduction to Metadata
		2	Metadata Formats and Standards
		3	Dublin Core Metadata: Elements and Applications
10	**28/09/26 to 02/10/26**	**1**	System-Level and Software-Level Requirements
		2	Windows and Linux Requirements

		3	Hardware Requirements for Digital Libraries
11	**05/10/26 to 09/10/26**	**1**	Server Configuration and Storage Requirements
		2	Identification of Born Digital Content
		3	Identification of Digitized Content
12	**12/10/26 to 16/10/26**	**1**	**II SESSIONAL TEST** Comparison of Born Digital and Digitized Content
		2	Methods and Process of Digitization
		3	Scanning and Optical Character Recognition (OCR)
13	**19/10/26 to 23/10/26**	**1**	Editing and Publishing Digital Content
		2	Digital Rights Management (DRM): Concept and Need
		3	Copyright, Access Control and DRM
14	**26/10/26 to 30/10/26**	**1**	Institutional Repository: Definition and Concept
		2	Objectives, Purpose and Scope of Institutional Repositories
		3	Institutional Repository vs Digital Library
15	**02/11/26 to 06/11/26**	**1**	National Digital Library Initiatives: NDLI
		2	ShodhGanga: Objectives and Features
		3	Open Access Initiatives (OAI)
16	**09/11/26 to 13/11/26**	**1**	Digital Preservation: Need and Purpose
		2	Methods and Challenges of Digital Preservation
		3	Review of Unit IV
17	**16/11/26 to 20/11/26**	**1**	**III SESSIONAL TEST** Searching Digital Libraries: Meaning and Purpose
		2	Search Techniques: Boolean Search
		3	Truncation Search Full-Text Searching, Content Searching and Search Formats; Course Review
	23/11/26	**1**	Full Revision

Lesson Plan

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 5th

Subject: MOOC
LESSON PLAN DURATION: FROM 3rd August to 23rd November 2026.
Work load (Lecture) per week (in Hours); 02 Hours(Theory)

Week	Date	Lecture	Topic
1	3–9 August	1	Introduction to Internet of Things (IoT): Meaning, concept and definition
		2	Basic concept of IoT: Things, devices, connectivity and communication
2	10–16 August	1	Characteristics of IoT: Connectivity, automation, intelligence and real-time monitoring
		2	Components of IoT: Devices, sensors, network, cloud and user interface
3	17–23 August	1	Historical perspective of IoT: Early development of connected devices
		2	Evolution of IoT: From embedded systems and RFID to smart devices
4	24–30 August	1	Important milestones in IoT: Internet-connected vending machine and internet-controlled toaster
		2	Kevin Ashton and origin of the term "Internet of Things"; development after 1999
5	31 Aug–6 Sept	1	IoT technologies: Sensors, RFID, Wi-Fi, Bluetooth, NFC and GPS
		2	IoT architecture and working: Data collection, transmission, processing and action
6	7–13 Sept	1	Components of RFID: RFID tag, reader, antenna and library software ,Introduction to RFID: Meaning, definition, concept and importance
		2	Historical development of RFID: Military applications to modern applications
7	14–20 Sept	1	**IST SESSIONAL TEST**
		2	Types of RFID tags: Passive, active and semi-passive RFID
8	21–27 Sept	1	Working of RFID: Radio waves, tag identification and data transmission
		2	RFID in libraries: Tagging books, user cards and library materials
9	28 Sept–4 Oct	1	RFID applications: Issue, return and self-check-in/check-out
		2	RFID for inventory management: Stock verification and locating misplaced books
10	5–11 October	1	RFID for library security: Security gates, theft prevention and unauthorized removal
		2	RFID vs. Barcode: Features, differences, advantages and limitations IoT in modern libraries: Concept and development of smart libraries
11	12–18 Oct	1	**II SESSIONAL TEST**
		2	Smart book tracking and smart shelves
12	19–25 Oct	1	IoT for automated library services: Self-service and circulation
		2	IoT for inventory and asset management: Books, computers and equipment
13	26 Oct–1 Nov	1	Environmental monitoring: Temperature, humidity, air quality and preservation
		2	Smart energy management: Smart lighting, sensors and energy conservation
14	2–8 Nov	1	IoT for library security and user monitoring: Cameras, sensors and smart gates
		2	IoT for user services: Notifications, seat availability and digital navigation historical development, Evaluation of IoT in libraries: Advantages, Future of IoT in libraries:, smart campuses and intelligent libraries components
15	9–15 Nov	1	Benefits of IoT in libraries: Efficiency, accuracy, security and user satisfaction, RFID challenges, evaluation, Challenges of IoT: Cost, privacy, cybersecurity, maintenance and training
		2	Revision
16	16–22 Nov	1	**III SESSIONAL TEST**,
		2	Revision
17	23 Nov	1	Comprehensive revision: IoT,
		2	Revision

Lesson Plan

NAME OF FACULTY : Abhijeet Kumar

DISCIPLINE : LIBRARY & INFORMATION SCIENCE

Semester : 5th

Subject: Digital Library Practical

LESSON PLAN DURATION: FROM 3rd August to 23rd November 2026.

Work load (Lecture) per week (in Hours); 06 Hours(Practical)

WEEK	Dates	Lecture	Topic / Practical Work
1	3–8 Aug	**1**	Introduction to Digital Library
		2	Understanding Hardware Requirements
		3	Hardware Components for Digital Library
		4	Understanding Software Requirements
		5	Types of Digital Library Software
		6	Listing Hardware and Software Requirements
2	10–15 Aug	**1**	Introduction to DSpace
		2	Features of DSpace
		3	Practical: Exploring DSpace
		4	Introduction to E-Prints
		5	Features of E-Prints
		6	Practical: Exploring E-Prints
3	17–22 Aug	**1**	Introduction to Greenstone 3
		2	Features of Greenstone 3
		3	Practical: Exploring Greenstone 3
		4	Comparison of DSpace, E-Prints and Greenstone 3
		5	Installation Requirements of Digital Library Software
		6	Practical: Preparing for Software Installation
4	24–29 Aug	**1**	Installation of Digital Library Software
		2	Installation: Prerequisites and Setup
		3	Database and Server Configuration
		4	Software Configuration
		5	Testing the Installed Software
		6	Practical: Troubleshooting Installation Problems
5	31 Aug–5 Sep	**1**	Introduction to Communities and Collections
		2	Creating Communities
		3	Creating Collections
		4	Managing Communities
		5	Managing Collections
		6	Practical: Create Community and Collection
6	7–12 Sep	**1**	Introduction to Digital Documents
		2	Creating Digital Documents

		3	Creating PDF Documents
		4	Digitization of Images and Photographs
		5	Scanning Documents
		6	Practical: Scanning and Saving Documents
7	14–19 Sep	**1**	**1ST SESSIONAL TEST**
		2	Scanning Pictures,Photographs
		3	Digitization of Video
		4	Digital File Formats: PDF, JPG, PNG, TIFF, MP4
		5	Image Resolution and Quality
		6	Practical: Creating Digital Files
8	21–26 Sep	**1**	Uploading Digital Contents
		2	Uploading Documents
		3	Uploading Images
		4	Uploading Multimedia Contents
		5	Entering Bibliographic Details
		6	Practical: Uploading Contents
9	28 Sep–3 Oct	**1**	Introduction to Metadata
		2	Importance and Purpose of Metadata
		3	Metadata Elements
		4	Dublin Core Metadata
		5	Assigning Metadata to Digital Documents
		6	Practical: Describing Uploaded Contents Using Metadata
10	5–10 Oct	**1**	Introduction to National Digital Repositories
		2	National Digital Library (NDL) – Introduction
		3	NDL – Searching and Retrieval
		4	Shodhganga – Introduction
		5	Shodhganga – Searching Theses and Dissertations
		6	Practical: Searching NDL and Shodhganga
11	12–17 Oct	**1**	**II SESSIONAL TEST**
		2	ShodhGangotri – Searching and Browsing
		3	Comparison of NDL, Shodhganga and ShodhGangotri
		4	Search Strategies in Digital Repositories
		5	Practical: Searching Digital Repositories
		6	Practical: Preparing Repository Search Report
12	19–24 Oct	**1**	Digitization Workflow in Libraries
		2	Planning a Digitization Project
		3	Selection and Preparation of Documents
		4	Scanner Operation and Settings
		5	Practical: Scanning Text Documents
		6	Practical: Scanning Documents and Images
13	26–31 Oct	**1**	PDF Building from Text
		2	Creating PDF from Scanned Text
		3	Creating PDF from Images
		4	Combining Text and Images into PDF
		5	Practical: Create PDF from Text
		6	Practical: Create PDF from Scanned Images
14	2–7 Nov	**1**	Advanced Scanning Techniques
		2	Image Cropping and Resizing
		3	Image Quality Improvement
		4	OCR – Introduction

		5	Practical: OCR of Scanned Documents
		6	Practical: Creating Searchable PDF
15	9–14 Nov	**1**	Demonstration of Complete Digitization Workflow
		2	Scanner Demonstration
		3	Practical: Text Digitization
		4	Practical: Image Digitization
		5	Practical: PDF Building
		6	Complete Digitization Exercise
16	16–21 Nov	**1**	**III SESSIONAL TEST**
		2	Observation of Hardware and Software Practices
		3	Observation of Digitization Activities
		4	Observation of Metadata and Content Uploading
		5	Documentation of Library Digital Practices
		6	Preparation of Library Visit Report
17	**23 Nov**	**1**	Final Practical Evaluation, Presentation and Submission of Library Visit Report

LESSON PLAN

Lesson Plan Duration : 05/08/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 08 Hours (PRACTICAL)

Name of Faculty: NEELAM DEVI

Subject: - INTERNET APPLICATION IN LIBRARY

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	**03/08/26 to 07/08/26**	**1**	Introduction to Internet and its role in libraries
		2	Identify Internet services used in libraries
		3	Explore WWW and library websites
		4	Practice navigating hyperlinks
		5	Identify parts of URLs and domains
		6	Demonstration of Internet connectivity and data flow
		7	Identify domain types: .com, .org, .edu, .gov, etc.
		8	Explore examples of Internet-based library services
II	**10/08/26 to 14/08/26**	**1**	Practical: browser interface and settings
		2	Browse and manage tabs/bookmarks
		3	Practical browsing and privacy settings
		4	Explore browser features
		5	Compare Chrome, Firefox, Edge and Opera

		6	Understand TCP/IP and its library applications
		7	Demonstration of email transmission
		8	Access and identify HTTP/HTTPS websites
III	**17/08/26 to 21/08/26**	**1**	Demonstration of file transfer using FTP concepts
		2	Demonstration of remote access/TELNET concept
		3	Review TCP/IP, SMTP, HTTP, FTP and TELNET
		4	Introduction to Internet messaging
		5	Explore common online messaging methods
		6	Create/manage an email account
		7	To, CC, BCC, subject and attachments
		8	Draft professional library-related emails
IV	**24/08/26 to 28/08/26**	**1**	Create folders and upload files
		2	File sharing and permissions
		3	Demonstration of Google Chat
		4	Create and format a document
		5	Collaborative document editing
		6	Create/join an online meeting
		7	Screen sharing and meeting controls
		8	Practical exercise using Drive, Docs, Chat and Meet
V	**31/09/26 to 04/09/26**	**1**	RIVISION
		2	**Class Test**
		3	Screen sharing and collaboration
		4	Create and join a Zoom meeting
		5	Meeting controls, chat and screen sharing
		6	Demonstration and practical
		7	Demonstration of online communication
		8	Compare Teams, Zoom, JioMeet and Skype
VI	**07/09/26 to 11/09/26**	**1**	Introduction to library website design
		2	Homepage, menus, pages and navigation
		3	SHORT QUESTION &Introduction to WordPress CMS
		4	Creating pages and posts
		5	Adding images, menus and links
		6	Designing a basic library website
		7	Introduction and comparison
		8	Demonstration of CMS-based library website
VII	**14/09/26 to 18/09/26**	**1**	**1ST SESSIONAL TEST**
		2	Concept and purpose of blogs & Create a basic library blog
		3	Concept and characteristics
		4	Applications of Web 2.0 tools
		5	Concept and characteristics
		6	Applications and examples
		7	Comparative practical exercise
		8	Identify Web 2.0/3.0 applications used by libraries
VIII	**21/09/26 to 25/09/26**	**1**	Concept and library applications
		2	Search educational/library videos

		3	Concept and applications in libraries
		4	Search and evaluate Wikipedia information
		5	Explore Wikimedia resources
		6	Understand tagging and social classification
		7	Demonstration and examples
		8	Explore Flickr and library social media
IX	**28/09/26 to 02/10/26**	**1**	Concept and importance
		2	Introduction to RSS feeds
		3	Subscribe to RSS feeds
		4	Introduction to email alerts
		5	Subscribe/unsubscribe from alerts
		6	Identify library/database alert services
		7	Organize RSS and email alerts
		8	Create a personal academic information-alert system
X	**05/10/26 to 09/10/26**	**1**	Need and importance of evaluation
		2	Accuracy, authority and currency
		3	Relevance, coverage and objectivity
		4	Practical evaluation of websites
		5	Identify reliable/unreliable information
		6	Recognize questionable Internet resources
		7	Apply evaluation criteria to resources
		8	Evaluation of selected Internet resources
XI	**12/10/26 to 16/10/26**	**1**	**II SESSIONAL TEST**
		2	Introduction to online library catalogues
		3	Basic and advanced catalogue searching
		4	Introduction to online databases
		5	Keyword, Boolean and phrase searching
		6	Concept and applications
		7	Conduct searches using meta-search tools
		8	Concept of Deep Web/Invisible Web
XII	**19/10/26 to 23/10/26**	**1**	Identify and search selected Deep Web resources
		2	Introduction and identification
		3	Explore SWAYAM courses and resources
		4	Search and enroll/explore suitable courses
		5	Introduction to NPTEL
		6	Search courses and lectures
		7	Introduction and navigation
		8	Search books and educational materials
XIII	**26/10/26 to 30/10/26**	**1**	Concept and purpose
		2	Identify subject gateways in different disciplines
		3	Search and retrieve subject-specific resources
		4	Introduction to scholarly databases
		5	Concept and importance
		6	Introduction to PubMed
		7	Basic, advanced and Boolean searching

		8	Retrieve and evaluate relevant records
XIV	**02/11/26 to 06/11/26**	**1**	Concept and characteristics
		2	Applications and benefits
		3	Practical use of cloud storage
		4	Explore cloud applications in libraries
		5	Introduction to mobile apps
		6	Applications of mobile technology
		7	Explore library mobile applications
		8	Case study of mobile/cloud-based library services
XV	**09/11/26 to 13/11/26**	**1**	Emerging Internet applications in libraries
		2	Digital and networked library services
		3	Examine a cloud-based library service
		4	Examine a library mobile application
		5	Integration of Internet tools in library services
		6	Practical exploration of online services
		7	Explore current digital information resources
		8	Review of complete practical syllabus
XVI	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	Revision: Internet concepts and browsers, Internet protocols and email
		3	Google services and video conferencing
		4	Website/blog and Web 2.0/Web 3.0
		5	RSS, alerts and evaluation of Internet resources
		6	Library catalogues, databases and Deep Web
		7	SWAYAM, NPTEL, e-PATHSHALA, PubMed and subject gateways
		8	Comprehensive practical examination / viva

LESSON PLAN

Lesson Plan Duration : 05/08/2026 to 23 /11/2026

Work load (Lecture) per week (in Hours); 03 Hours(Theory)

Name of Faculty: NEELAM DEVI

Subject: - Humanities and Life Skills

WEEK	DATE	LECTURE	TOPIC (including assignment and test)
I	**03/08/26 to 07/08/26**	**1**	Introduction to Emotional Intelligence – Meaning, Concept and Importance
		2	Models of Emotional Intelligence
		3	Components of Emotional Intelligence
II	**10/08/26 to 14/08/26**	**1**	Significance of Emotional Intelligence in Self-Growth
		2	Emotional Intelligence and Effective Relationships
		3	Building Blocks of Emotional Intelligence
III	**17/08/26 to 21/08/26**	**1**	Self-Awareness – Recognizing Own Feelings
		2	Self-Awareness – Strengths and Areas of Development
		3	Self-Management – Managing Emotions, Anxiety and Fear
IV	**24/08/26 to 28/08/26**	**1**	Self-Management – Managing Anger and Emotional Responses
		2	Social Awareness – Understanding Others' Perspectives
		3	Empathy, Compassion and Relationship Management
V	**31/09/26 to 04/09/26**	**1**	Collaboration, Teamwork and Conflict Management
		2	**Class Test**
		3	Career Exploration – Meaning, Process and Importance Knowing Yourself –Personal Characteristics and Potentials
VI	**07/09/26 to 11/09/26**	**1**	Knowledge about the World of Work, Job Requirements and Self-Employment Opportunities
		2	Sources of Career Information, Career Planning Based on Learner Potential and Opportunities
		3	Introduction and Significance of Résumé, Meaning and Differences of CV, Résumé and Biodata
VII	**14/09/26 to 18/09/26**	**1**	Essential Components of a Good Résumé, - Format, Presentation and Common Errors in Résumé
		2	Group Discussion – Meaning, Importance and Objectives, Types, Format and Evaluation of Group Discussions Common Errors and Tips to Crack Group Discussions
		3	Interview Preparation – Importance and Preparation, Types of Interviews,
VIII	**21/09/26 to**	**1**	STAR Approach for Facing an Interview and Common Interview Errors and Tips to Crack Interviews,

	25/09/26	**2**	Interpersonal Skills – Meaning and Varient, Teamwork – Meaning and Advantages
		3	Factors Contributing to Successful Teams, Conflict among Team Members – Causes and Strategies
IX	**28/09/26 to 02/10/26**	**1**	Collaboration – Meaning and Types, Team, Network, Video and Cloud Collaboration
		2	Contextual, Cross-functional and Community Collaboration
X	**05/10/26 to 09/10/26**	**1**	Social and Virtual Collaboration; Collaborative Learning
		2	Perseverance, Self-Control and Peer Pressure
		3	Social & Cultural Etiquette, Mannerism and Grooming
XI	**12/10/26 to 16/10/26**	**1**	**Rivision**
		2	**II SESSIONAL TEST**
		3	Importance of Ethics and Code of Ethics
XII	**19/10/26 to 23/10/26**	**1**	Personal and Professional Moral Code of Conduct of an Engineer
		2	Work Ethics – Punctuality, Cleanliness and Law Abidingness
		3	Workplace Behaviour, Professional Ethics and Environmental Ethics
XIII	**26/10/26 to 30/10/26**	**1**	Workplace Behaviour, Professional Ethics and Environmental Ethics
		2	Computer Ethics, Engineers as Managers,
		3	Moral Leadership
XIV	**02/11/26 to 06/11/26**	**1**	Leadership – Importance of Leadership
		2	Models and Basic Leadership Skills,
		3	Motivation, Teamwork,
XV	**09/11/26 to 13/11/26**	**1**	Negotiation, Networking and Innovative LeadershipCharging and Discharging
		2	Revision
		3	Short Question and Revision.
XVI	**16/11/26 to 20/11/26 and 23/11/26**	**1**	**III SESSIONAL TEST**
		2	**Revision/ Short Revision**
		3	**Revision**