**Lesson Plan**

**Name of faculty**: - Annu Rani

**Discipline**: - Lis

**Semester**: - 1st

**Subject**: - Library and information society

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | Introduction of syllabus |  | Visit to various types of libraries and information centers |
|  | 2 | Define concept of library,def. and need |  | Visit to various types of libraries and information centers |
|  | 3 | Role and faction of library |  |  |
|  | 1 | Define information , def. and characteristics |  | Prepare a report of such visits |
|  | 2 | Need and types of inf. |  | Prepare a report of such visits |
|  | 3 | Types of information |  |  |
|  | 1 | Test |  |  |
|  | 2 | Role of lib. And inf. Centers |  | Involvement in activities like book exhibitions and book displays |
|  | 3 | Dev. Of lib.centers in society |  | Involvement in activities like book exhibitions and book displays |
|  | 1 | Types of lib. Centers |  |  |
|  | 2 | Test of concept of library need, role &factions |  |  |
|  | 3 | Revision of inf. Full topic |  | Describe benefits these type activities  |
|  | 1 | Revision of inf. Full topic |  |  |
|  | 2 | Describe types of library  |  |  |
|  | 3  | Define academic library |  |  |
|  | 1 | Define school, college lib |  | Org. radio and TV programmes  |
|  | 2 | Describe university lib. |  |  |
|  | 3 | Define special library |  | Org. radio and TV programmes |
|  | 1 | Need of special library |  |  |
|  | 2 | Define public library |  |  |
|  | 3 | Define national library  |  |  |
|  | 1 | Types of national library |  | Video films on lib. Related act. |
|  | 2 | Need of national library |  |  |
|  | 3 | Revision of types of lib. |  | Video films on lib. Related act. |
|  | 1 | Revision of types of lib. |  |  |
|  | 2 | Test of types of lib. |  |  |
|  | 3 | Describe of five laws of library science |  |  |
|  | 1 | Define 1st law of lib.sci. |  | Prepare a report of all activities |
|  | 2 | Define 1st law of lib.sci. |  |  |
|  | 3 | Define 2nd law of lib.sci. |  |  |
|  | 1 | Define 2nd law of lib.sci. |  | Prepare a report of all activities |
|  | 2 | Define 3rd law of lib.sci. |  |  |
|  | 3 | Define 4th law of lib. Sci. |  |  |
|  | 1 | Define 5th law of lib.sci. |  | Prepare a report of all activities |
|  | 2 | Test |  |  |
|  | 3 | Define lib. Legislation, definition and need |  |  |
|  | 1 | Define scope and current status of lib. Leg. In India |  | Prepare a report of all activities |
|  | 2 | Revision of lib. Leg. |  |  |
|  | 3 | Test of lib. Legislation  |  |  |
|  | 1 | Revision |  | Prepare a report of all activities |
|  | 2 | Revision |  |  |
|  | 3 | Revision |  |  |
|  | 1 | Revision |  | Prepare a report of all activities |
|  | 2 | Revision |  |  |
|  | 3 | Revision |  |  |

**Lesson Plan**

**Name of faculty**: - Annu Rani

**Discipline**: - Lis

**Semester**: - 1st

**Subject**: - Information sources and services

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | Define reference service, concept and definition  |  | Evaluation of ref. tools (available in the lib.)in each category |
|  | 2 | Define its need and importance |  | Evaluation of ref. tools (available in the lib.)in each category |
|  | 3 | Revision of ref. service |  |  |
|  | 1 | Describe information service, concept and def. |  | Evaluation of ref. tools (available in the lib.)in each category |
|  | 2 | Need and types of inf. |  |  |
|  | 3 | Types of information |  |  |
|  | 1 | Revision of inf. service |  | Evaluation of ref. tools (available in the lib.)in each category |
|  | 2 | Test of inf. Service |  |  |
|  | 3 |  |  |  |
|  | 1 | Laws of lib. Sci. and their implications for reference service |  | Practice in answering of ref. questions Form the list of each category |
|  | 2 |  |  |  |
|  | 3 | Laws of lib. Sci. and their implications for reference service |  | Practice in answering of ref. questions Form the list of each category |
|  | 1 | Revision of Full topic |  |  |
|  | 2 |   |  |  |
|  | 3  | Test  |  |  |
|  | 1 | Define types of ref. and inf. Service |  |  |
|  | 2 | Define lib. orientation |  | Practice in answering of ref. questions Form the list of each category |
|  | 3 | Define lib. orientation |  |  |
|  | 1 | describe ready ref. ser. |  | Practice in answering short range and long range ref. enquiries |
|  | 2 | describe ready ref. ser. |  |  |
|  | 3 |  |  |  |
|  | 1 | Describe long range ref. ser. |  | Practice in answering short range and long range ref. enquiries |
|  | 2 | Describe long range ref. ser. |  |  |
|  | 3 |  |  |  |
|  | 1 | Test of types of ref. service |  |  |
|  | 2 | Qualities and qualifications f ref. librarian |  | Practice in answering short range and long range ref. enquiries |
|  | 3 |  |  |  |
|  | 1 | Qualities and qualifications f ref. librarian |  | Practice in answering short range and long range ref. enquiries |
|  | 2 |  |  |  |
|  | 3 | Revision of qua. And qual. Of ref. librarian |  |  |
|  | 1 | Ref. and inf. Sources, characteristics  |  | Prepare a report of all activities |
|  | 2 | Evaluation of ref. and inf. Sources |  |  |
|  | 3 |  |  |  |
|  | 1 | Define inf. Ser. Primary service |  | Prepare a report of all activities |
|  | 2 | Define inf. Ser. Primary service |  |  |
|  | 3 | Define inf. Ser. Primary service |  |  |
|  | 1 | Define inf. Ser. Secondary service |  | Prepare a report of all activities |
|  | 2 | Define Secondary service |  |  |
|  | 3 | Define secondary service |  |  |
|  | 1 | Define tertiary sources |  | Prepare a report of all activities |
|  | 2 | Define tertiary sources |  |  |
|  | 3 | Define tertiary sources |  |  |
|  | 1 | Revision |  | Prepare a report of all activities |
|  | 2 | Revision |  |  |
|  | 3 | Revision |  |  |

**Lesson Plan**

**Name of faculty**: - Annu Rani

**Discipline**: - Lis

**Semester**: - 3rd

**Subject**: - Bibliography and Documentation

**Lesson Plan Duration**:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** |  | **Theory**  |  | **Practical**  |
|  | **Lecture day**  | **Topic**  | **Practical** **day**  | **Topic**  |
|  | 1 | What is bibliography, def. ,and its need |  | Preparation of subject bibliography |
|  | 2 | Need and purpose of bibliography |  | Preparation of subject bibliography |
|  | 3 | Types of bibliography |  |  |
|  | 1 | Describe subject bib. |  | Preparation of subject bibliography |
|  | 2 | Describe subject bib. |  | Preparation of subject bibliography |
|  | 3 |  |  |  |
|  | 1 | Define author bibliography |  | Preparation of subject bibliography |
|  | 2 | Define author bibliography |  | Preparation of subject bibliography |
|  | 3 |  |  |  |
|  | 1 | Define trade bib. |  | Preparation of author bibliography |
|  | 2 | Define trade bib. |  |  |
|  | 3 |  |  | Preparation of author bibliography |
|  | 1 | Describe national bib.(INB,BNB) |  | Preparation of author bibliography |
|  | 2 | Describe national bib.(INB,BNB) |  | Preparation of author bibliography |
|  | 3  |  |  |  |
|  | 1 | Revision of bib.full topic |  | Preparation of author bibliography |
|  | 2 | Test of bib. ,need and purpose  |  |  |
|  | 3 |  |  |  |
|  | 1 | Test of types of bibliography |  | Preparation of author/subject index on a given subject |
|  | 2 | Concept of documentation, its need |  | Preparation of author/subject index on a given subject |
|  | 3 | Need of documentation |  |  |
|  | 1 | Purpose and usage of documentation |  | Preparation of author/subject index on a given subject |
|  | 2 | Purpose and usage of documentation |  | Preparation of author/subject index on a given subject |
|  | 3 |  |  |  |
|  | 1 | Define index and indexing |  | Preparation of author/subject index on a given subject |
|  | 2 | Describe need and types of indexing |  | Preparation of author/subject index on a given subject |
|  | 3 |  |  |  |
|  | 1 | Define pre coordinate indexing system |  | Use of bibliographical tools |
|  | 2 | Define post coordinate indexing system |  | Use of bibliographical tools |
|  | 3 |  |  |  |
|  | 1 | Define abstract, abstracting and need |  | Use of bibliographical tools |
|  | 2 | Types of abstracting indicative abstract |  | Use of bibliographical tools |
|  | 3 | Define informative abstract |  | Use of bibliographical tools |
|  | 1 | Purpose of abstract |  | Use of thesaurus |
|  | 2 | What is thesaurus, need and purpose |  | Use of thesaurus |
|  | 3 |  |  |  |
|  | 1 | Types and terms of thesaurus |  | Use of thesaurus |
|  | 2 | Advantages and disadvantages |  | Use of thesaurus |
|  | 3 |  |  |  |
|  | 1 | Revision |  | Prepare a file for all assignments |
|  | 2 | Revision |  | Prepare a file for all assignments |
|  | 3 | Revision |  |  |
|  | 1 | Revision |  | Prepare a file for all assignments |
|  | 2 | Revision |  | Prepare a file for all assignments |
|  | 3 | Revision |  |  |

**Lesson Plan**

**Name of faculty**: - Annu Rani

**Discipline**: - Lis

**Semester**: - 5th

**Subject**: - Environmental education

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Theory**  |
|  | **Lecture day**  | **Topic**  |
|  | 1 | Definition and scope of environmental education |
|  | 2 | Importance and types of environmental education |
|  | 3 | Define ecology, need, purpose and how to develop |
|  | 1 | Define biodiversity, how to develop |
|  | 2 | What is eco system, how to develop |
|  | 3 | Revision of environmental education |
|  | 1 | Define sources of pollution, like air and water |
|  | 2 | Define causes, effects and control of air and water pollution |
|  | 3 | Define causes, effects and control of air and water pollution |
|  | 1 | Define causes, effects and control of noise and soil pollution |
|  | 2 | Define causes, effects and control of noise and soil pollution |
|  | 3 | Test  |
|  | 1 | Define causes, effects and control of radioactive and nuclear pollution |
|  | 2 | Define causes, effects and control of radioactive and nuclear pollution |
|  | 3  | Revision of types of pollution  |
|  | 1 | Define solid waste management ,causes and effects  |
|  | 2 | Control measures of urban and industrial waste |
|  | 3 | Revision  |
|  | 1 | What is mining? define its causes and effects |
|  | 2 | Control measures of mining |
|  | 3 | Test |
|  | 1 | Define deforestation, causes and effects |
|  | 2 | Control measures of deforestation |
|  | 3 | Define environmental legislation, like water ( prevention and control of pollution) act 1974 |
|  | 1 | Define Air (prevention and control of pollution) act 1981 |
|  | 2 | Define environmental protection act 1986 |
|  | 3 |  |
|  | 1 | Define role and function of state pollution control board |
|  | 2 | Describe environmental impact assessment(EIA) |
|  | 3 | Revision  |
|  | 1 | Define role of non- conventional energy resources, like solar and wind energy |
|  | 2 |  Define role of bio energy and hydro energy |
|  | 3 |  |
|  | 1 | Define current issues of environmental pollution, like global warming and green house effect |
|  | 2 | Define current issues of environmental pollution, like global warming and green house effect |
|  | 3 | Test  |
|  | 1 | Define depletion of ozone layer and recycling of materials |
|  | 2 | Define environmental ethics and rain water harvesting |
|  | 3 | Describe maintenance of groundwater and acid rain |
|  | 1 | Describe carbon credits and effects |
|  | 2 | Revision |
|  | 3 | Revision |
|  | 1 | Revision |
|  | 2 | Revision |
|  | 3 | Revision |

**Lesson Plan**

**Name of faculty**: - Annu Rani

**Discipline**: - Lis

**Semester**: - 5th

**Subject**: - Library and information management- III

**Lesson Plan Duration**:-

|  |  |  |
| --- | --- | --- |
| **week** |  | **Practical**  |
|  | **Lecture day**  | **Topic**  |
|  | 1 | Prepare library annual report  |
|  | 2 | Prepare library annual report  |
|  | 3 |  |
|  | 1 | Prepare library annual report  |
|  | 2 | Prepare library annual report  |
|  | 3 |  |
|  | 1 | Prepare library annual report  |
|  | 2 | Prepare library annual report  |
|  | 3 |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3 |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3  |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3 |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3 |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3 |  |
|  | 1 | Accessioning of books |
|  | 2 | Accessioning of books |
|  | 3 |  |
|  | 1 | Describe how book order |
|  | 2 | Describe how book order |
|  | 3 |  |
|  | 1 | Describe how book order |
|  | 2 | Describe how book order |
|  | 3 |  |
|  | 1 | Describe how book order |
|  | 2 |  |
|  | 3 | Describe how book order |
|  | 1 |  |
|  | 2 |  |
|  | 3 | Describe how book order |
|  | 1 |  |
|  | 2 | Revision |
|  | 3 | Revision |
|  | 1 | Revision |
|  | 2 | Revision |
|  | 3 | Revision |