



Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B. Lib. I. Sc. Class : Academic Year : 2018 - 2019 Semester : I
 Title of the Paper : Information Processing & Classification ^{Retrieval} Subject Code : 18UCLSIIP
 Theory / Practical Name of the Teacher : Dr. R. R. Saravana Kumar

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	16.07.18(D)		Colon Classification - Introduction	16.7.18
2.	17.07.18(E)		Book Layout, Rules, Procedure	17.7.18
3.	18.07.18(D)		Identification Fundamental Categories	18.7.18
4.	19.07.18(E)		Assigning Call No. to given Title	19.7.18
5.	23.07.18(A)		Facet Formula for specific classes	23.7.18
6.	24.07.18(B)		Phase Relations	24.7.18
7.	25.07.18(C)		Dewey Decimal Classification	25.7.18
8.	26.07.18(D)		Assigning Call No. according to DDC	26.7.18
9.	30.07.18(E)		Generating Call. Numbers	30.7.18
10.	31.07.18(F)		Model Practical	31.7.18

Text books :

- 1.
- 2.

Reference books :

1. Colon Classification.
2. Dewey Decimal Classification.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		

For M. Prathima
 Teacher's Signature

R. R. Saravana Kumar
 HOD Signature



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Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class : I year Academic Year : 2018 - 2019 Semester : 1
 Course : B. Lib - I - Sc -
 Title of the Paper : Information / Communication Library Society Subject Code : 180CLS11
 Name of the Teacher : M. FATHIMA BEEVI
 Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	16.07.18 (D)	1	Syllabus - Discussion	16.07.18
2	17.07.18 (E)		Introduction - Meaning, Definition	17.07.18
3	18.07.18 (D)		Notions of Information	18.07.18
4	19.07.18 (E)		Nature of Information Science	19.07.18
5	23.07.18 (D)		Role of Information,	23.07.18
6	24.07.18 (B)		Libraries are important to our society	24.07.18
7	25.07.18 (C)		Knowledge - Meaning, Definition	25.07.18
8	26.07.18 (D)		Definition of Data Management	26.07.18
9	30.07.18 (E)		Difference between Data, Information and knowledge.	30.07.18
10	31.07.18 (F)		Details of ICT Technology (Information Communication & Technology)	31.07.18
11	02.08.18 (B)		Explain General point users	02.08.18
12	03.08.18 (C)		Class Test	03.08.18

Text books :

1. Library and Information Society - an Introduction
2. Library and Information Science

Reference books :

1. The Basic of Librarianship
2. Five laws of Library Science

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Information Society	Five laws of Library Science			
Internal Test	2	I st Test Portions	II nd Test Portions	III rd Test Portions		

M. Fathima Beevi
Teacher's Signature

M. P. Anand Kumar
HOD Signature

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	06.08.18(D)	2	concept and definition of communication	06.08.18
2	07.08.18(E)		Types of communication	07.08.18
3	09.08.18(A)		Models of communication.	09.08.18
4	10.08.18(B)		Barriers of communication.	10.08.18
5	11.08.18(F)		Information Center as communication agencies.	11.08.18
6	13.08.18(C)		Explain the Five Laws	13.08.18
7	14.08.18(D)		Implementation of five laws	14.08.18
8	16.08.18(E)		Explain Resource sharing's	16.08.18
9	27.08.18(B)		Advantages of Networking	27.08.18
10	28.08.18(C)		Limitation of Resource sharing	28.08.18
11	29.08.18(D)		Inter Loan Library Services	29.08.18
12	30.08.18(E)		Resource sharing through Networking	30.08.18
1	03.09.18(A)	3	Library movement in India medieval period / Period of Modern cycle	03.09.18
2	04.09.18(B)		25 th Centenary of Library movement in India	04.09.18
3	05.09.18(C)		Role of Library Associations Organization	05.09.18
4	06.09.18(D)		Need for Library Legislation	06.09.18
5	07.09.18(E)		Library Legislation Features	07.09.18
6	08.09.18(F)		Year of Library Legislation in India	08.09.18
7	10.09.18(A)		Types of Libraries	10.09.18
8	11.09.18(B)		Explain the public Library and Implementation	11.09.18
9	12.09.18(C)		Explain Academic Library and special	12.09.18
10	17.09.18(D)		Implementation of Library Special library	17.09.18

R.O. Fathima Been
Teacher's Signature

P.R. Sumanth
HOD Signature

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
11	18.09.18 (E)		Details of National Library	18.09.18
12	19.09.18 (F)		Test	19.09.18
1	20.09.18 (A)	4	Explain the Library profession	20.09.18
2	24.09.18 (B)		Types of Library Association's profession	24.09.18
3	25.09.18 (C)		Explain National Association	25.09.18
4	26.09.18 (D)		International Association	26.09.18
5	27.09.18 (E)		Objectives of IASLIC	28.09.18
6	28.09.18 (F)		Duties of ILA	28.09.18
7	29.09.18 (A)		Functions of TPLA	29.09.18
8	01.10.18 (B)		Role of ILA, IASLIC	01.10.18
9	03.10.18 (C)		Explain ASLIB, MALA	03.10.18
10	04.10.18 (D)		Function of SALIS, ALA	04.10.18
11	05.10.18 (E)		Details of UGC	06.10.18
12	06/10.18 (A)		Explain NAAC	06.10.18
1	08.10.18 (F)	5.	Meaning of Information Society	08.10.18
2	09.10.18 (A)		Types of Information Society	09.10.18
3	10.10.18 (B)		Need for Information Society	10.10.18
4	11.10.18 (C)		Features of Information Society	11.10.18
5	12.10.18 (D)		Characteristics of Information	12.10.18
6	15.10.18 (E)		Development of Information ^{Society}	15.10.18
7	16.10.18 (F)		Difference between Information ^{Society} and Knowledge Society	16.10.18
8	17.10.18 (A)			22.10.18
9	22.10.18 (B)		Important of Library Society.	22.10.18

N. Fathma Been
Teacher's Signature

N. R. E. Dhanasekaran
HOD Signature

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Lib.1.Sc.

Class :

Academic Year : 2018 - 2019 Semester : I

Title of the Paper : Library Automation and Networking.

Subject Code : 18UCL314

Theory / Practical

Name of the Teacher : Antony Arokiyavathy

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	16.07.2018(D)	I	Introduction to Automation	16.07.2018
2.	17.07.2018(E)		Library Automation Need & Purpose - Advantages	17.07.2018
3.	18.07.2018(D)			18.07.2018
4.	19.07.2018(E)		Mechanisation Vs. Automation	19.07.2018
5.	23.07.2018(A)		Areas of Automation.	23.07.2018
6.	24.07.2018(B)		Class Test - I	24.07.2018
7.	25.07.2018(C)	II	Planning for Automation	25.07.2018
8.	26.07.2018(D)		Step in Automation - Developing	26.07.2018
9.	30.07.2018(E)		- Basic plan - Identification Goal	30.07.2018
10.	31.07.2018(F)		- Describing existing Services	31.07.2018
11.	02.08.2018(B)		- Feasibility Study, Needs Assessment	02.08.2018
12.	03.08.2018(C)		Preparing strategic Plan.	03.08.2018
13.	06.08.2018(D)		Selection of Hardware & Software	06.08.2018
14.	07.08.2018(E)		Implementing the Plan.	07.08.2018
15.	09.08.2018(A)		Barcode Technology - Introduction	09.08.2018

Text books :

- 1.
- 2.

Reference books :

1. Automation and Networking of Librarians: A Manual of Library.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Network Topology	General and Library Networks			
Internal Test	2	I st Test Portions	II nd Test Portions Unit I - II iii upto types of Network.	III rd Test Portions Unit III General Librarians network Unit IV & V		

for
K. Fatima Beegam
Teacher's Signature

R. R. S. S. S.
HOD Signature



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LESSON PLAN AND RECORD OF CLASSES ENGAGED



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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16.	10.08.2018(B)	ii	Types of Bar Codes	10.08.2018
17.	11.08.2018(F)		RFID	11.08.2018
18.	13.08.2018(C)	iii	Networking - Introduction	13.08.2018
19.	14.08.2018(D)		Concept Of Networking	14.08.2018
20.	16.08.2018(E)		Need and Advantages	16.08.2018
21.	27.08.2018(B)		Components of Network	27.08.2018
22.	28.08.2018(C)		Network Topology	28.08.2018
23.	29.08.2018(D)		Bus, star and Ring	29.08.2018
24.	30.08.2018(E)		Tree, Mesh, Hybrid	30.08.2018
25.	03.09.2018(D)		Wireless Networking	03.09.2018
26.	04.09.2018(B)		Types of Networks - LAN, MAN, WAN	04.09.2018
27.	05.09.2018(C)		General Networks	05.09.2018
28.	06.09.2018(D)		ERNET - Objectives, Functions & Services	06.09.2018
29.	07.09.2018(E)		NICNET - Objectives, Functions, Activities	07.09.2018
30.	08.09.2018(F)		INFONET - Objectives, Functions, Activities	08.09.2018
31.	10.09.2018(A)		Library Networks	10.09.2018
32.	11.09.2018(B)		Online Computer Library Centre	11.09.2018
33.	12.09.2018(C)		Information Library Networks	12.09.2018
34.	17.09.2018(D)		Developing Library Networks	17.09.2018
35.	18.09.2018(E)		RECAP.	18.09.2018
36.	19.09.2018(F)		Introduction To Internet	19.09.2018
37.	20.09.2018(A)		Internet. Concepts, Features.	20.09.2018
38.	25.09.2018(C)		Search Engines - Concept.	25.09.2018
39.	26.09.2018(D)		Search Engines and Meta Search Engines	26.09.2018

209
K. Fatima Bee
Teacher's Signature

R. P. Shanmugam
HOD Signature

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B. lib. I. SC

Class :

Academic Year : 2018 - 2019 Semester : I

Title of the Paper : Information Processing and Retrieval
 Theory / Practiseal

Subject Code : 18UCL313

Name of the Teacher : M. Mari

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	16.07.2018(D)	I	Introduction to Library Classification	16.07.18
2.	17.07.2018(E)		Concepts of Library classification	17.07.18
3.	18.07.2018(D)		Terminology	18.07.18
4.	19.07.2018(E)		Need & Purpose.	19.07.18
5.	23.07.2018(A)		Functions of Library classification	23.07.18
6.	24.07.2018(B)		Species of classification schemes	24.07.18
7.	25.07.2018(C)	II	History of Library classification	25.07.18
8.	26.07.2018(D)		Development of Library classification	26.07.18
9.	30.07.2018(E)		Development of Library classification (Contd)	30.07.18
10.	31.07.2018(F)		Theories of Library classification	31.07.18
11.	02.08.2018(B)		General Theory J.D Brown, E.C.R.	02.08.18
12.	03.08.2018(C)		General Theory - Hulme & Sayers	03.08.18
13.	06.08.2018(D)		General Theory - H.E. Bliss	06.08.18

Text books :

1. Classification and communication.
- 2.

Reference books :

1. Elements of Library classification.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2.	Development construction of classification of class No.				
Internal Test	2.	I st Test Portions	II nd Test Portions	III rd Test Portions		
		Unit I & II			Unit III, IV, V	

For Teacher's Signature

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LESSON PLAN AND RECORD OF CLASSES ENGAGED



Sl.No.	Date & Order	Unit	Topics planned	Covered on
14	07.08.2018(E)		Dynamic Theory	07.08.18
15	09.08.2018(F)	ii	Normative principles - Basic Laws.	09.08.18
16	10.08.2018(F)		Normative principles - Fundamental Laws.	10.08.18
17	11.08.2018(F)		Normative principles - (anons)	11.08.18
18	13.08.2018(G)		Principles of Helpful Sequence	13.08.18
19	14.08.2018(G)		Nodes of Formation of Subjects	14.08.18
20	16.08.2018(H)	iii	Approaches to Library Classification	16.08.18
21	27.08.2018(H)		Postulational Approach.	27.08.18
22	28.08.2018(H)		Systems Approach.	28.08.18
23	29.08.2018(I)		Fundamental Categories (PNEST)	29.08.18
24	30.08.2018(I)		Facet Analysis.	30.08.18
25	03.09.2018(J)		Facet Sequence	03.09.18
26	04.09.2018(J)		Phase Relation	04.09.18
27	05.09.2018(K)		Common Isolates	05.09.18
28	06.09.2018(K)		Devices in Library Classification	06.09.18
29	07.09.2018(L)	iv	Canons of Classification.	07.09.18
30	08.09.2018(L)		- Idea plane	08.09.18
31	10.09.2018(M)		- Verbal plane	10.09.18
32	11.09.2018(M)		- Notational plane	11.09.18
33	12.09.2018(N)		Notation - Need & Purpose	12.09.18
34	17.09.2018(N)		Types of Notation	17.09.18
35	18.09.2018(O)		Qualities of Notation	18.09.18
36	19.09.2018(O)		Call Numbers.	19.09.18

For
Teacher's Signature

R.R. Shanmugasundaram
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
37.	20.09.2018(a)		Construction of (all Numbers(cc))	20.09.18
38.	24.09.2018(B)		Construction of (all Numbers(DD))	24.09.18
39.	25.09.2018(c)		Construction of (all Numbers(EE))	25.09.18
40.	26.09.2018(d) V		General classification Schemes	26.09.18
41.	27.09.2018(E)		Special classification.	27.09.18
42.	28.09.2018(F)		Dewey Decimal classification.	28.09.18
43.	29.09.2018(A)		Dewey Decimal classification.	29.09.18
44.	01.10.2018(B)		Universal Decimal classification.	01-10.18
45.	03.10.2018(c)		Colon classification.	03.10.18
46.	04.10.2018(D)		Current Trends in classification	04.10.18
47.	05.10.2018(E)		Current Trends.	05.10.18

K. Fatima Bee
Teacher's Signature

R. R. Shanmugan
HOD Signature



SADAKATHULLAH APPA COLLEGE [AUTONOMOUS]
Rahmath Nagar, Tirunelveli - 627 011

Lesson Plan- Course Details

Name of the Department: *Library and Information Science*

Academic Year: *2018-19*

Semester: ~~Odd~~ / Even

Sl. No.	Semester	Name of the Course	Course Code	Faculty In-charge
1	<u>II</u>	<i>Library Information Technology</i>	<i>18UCLS21</i>	<i>Dr. M. Fathima Been</i>
2.	<u>II</u>	<i>Library Administration and Management</i>	<i>18UCLS22</i>	<i>Dr. Antony P.rockiaja Vathai</i>
3.	<u>II</u>	<i>Information Processing and Retrieval-Cataloguing (Theory)</i>	<i>18UCLS23</i>	<i>Mr. Mari</i>
4.	<u>II</u>	<i>Digital Libraries</i>	<i>18UCLS24</i>	<i>Dr. M. Fathima Been</i>
5	<u>I</u>	<i>Information Processing and Retrieval-Cataloguing (Practice)</i>	<i>18UCLS2P</i>	<i>Dr. R.R. Saravarakumar</i>
6	<u>II</u>	<i>Soft. Skil's and Communication Skills</i>	<i>18UFLS2A</i>	-

M. Fathima Been

HOD

ISO Coordinator

Principal



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Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Lib. I.Sc Class : I year Academic Year : 2018 - 2019 Semester : II
 Title of the Paper : Digital Libraries Subject Code : 18UCL524
 Theory / Practical Name of the Teacher : M. Fathima Bevi

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	10.12.18 A	I	Digital Libraries	10.12.18
2	11.12.18 B		Concepts	11.12.18
3	12.12.18 C		Transition of Libraries	12.12.18
4	13.12.18 D		Definition	13.12.18
5	14.12.18 E		Characteristics	14.12.18
6	17.12.18 F		Theoretical Fundamentals	17.12.18
7	18.12.18 A		Merits, Demerits	18.12.18
8	19.12.18 B		Challenges	19.12.18
9	20.12.18 C	II	Digital Library Management	20.12.18
10	21.12.18 D		Design	27.12.18 F
11	28.12.18 A		Organisation	29.12.18 B
12	31.12.18 C		Architecture	2.1.19 D
13	3.1.19 E		Interoperability	4.1.19 F
14	7.1.19 A		Protocols	7.1.19
15	8.1.19 B		Standards	8.1.19

Text books :

1. Digital Library and prospects
- 2.

Reference books :

1. Technology in Digital
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Digital libraries	merits Demerits			
Internal Test	3	I st Test Portions	II nd Test Portions	III rd Test Portions		

M. Fathima Bevi
Teacher's Signature

M. Fathima Bevi
HOD Signature



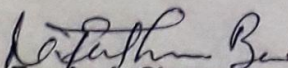
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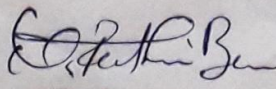
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	9.1.19 e	II	User Interfaces	10.1.19 D
17	10.1.19 E	III	Digital Content Creation	21.1.19 F
18	22.1.19 A		Organisation	23.1.19 B
19	25.1.19 D		Management	29.1.19 F
20	31.1.19 B		Files & Formats	1.2.19 c
21	4.2.19 D		Digital Library Initiatives	7.2.19 A
22	11.2.19 D		Open Archives Initiatives	11.2.19
23	12.2.19 E		Similar Developments	13.3.19 F
24	14.2.19 A	IV	Building Digital Library	18.2.19 c
25	19.2.19 D		Digitisation	21.2.19 F
26	25.2.19 B		Process & Methods	27.2.19 D
27	28.2.19 E		Planning	1.3.19 F
28	6.3.19 D		Institutional Repositories	7.3.19 E
29	8.3.19 F		Open Source Software	8.3.19 F
30	11.3.19 B		D Space	11.3.19
31	13.3.19 D		GSDI	13.3.19
32	15.3.19 F		Eprints	15.3.19
33	16.3.19 F		Access to Digital Libraries	16.3.19
34	18.3.19 A		Use of Digital Libraries	18.3.19
35	19.3.19 B		Storage	19.3.19
36	22.3.19 D		Archiving	22.3.19
37	25.3.19 E		Preserving	25.3.19
38	26.3.19 F	V	Web Technology	27.3.19 A
39	28.3.19 B		Web Browsers	29.3.19 c
40	30.4.19 F		Search Engines	2.4.19


Teacher's Signature


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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class : I year Academic Year : 2018 - 2019 Semester : II

Course : B. LIB. I. SC

Title of the Paper : Information Processing & Retrieval Cataloguing Subject Code : 18 UCL S 23

Theory / Practical

Name of the Teacher : M. Mani

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	17/12/2018 F	I	Concepts of Library Catalogue	17/12/18
2	19/12/18 B		Objectives and Functions	19/12/18
3	26/12/18 E		Bibliography	26/12/18
4	27/12/18 F		Catalogue Vs Bibliography	27/12/18
5	28/12/18 A		Development of Cataloguing Codes	28/12/18
6	29/12/18 B		AACR - II	29/12/18
7	3/12/18 C		CCC	3/12/18
8	4/1/19 F	II	Types of Catalogues	4/1/19
9	7/1/19 A		Physical forms & online forms.	7/1/19
10	8/1/19 B		Normative Principles - Part	8/1/19
11	9/1/19 C		Canons	9/1/19
12	11/1/19 E		Laws and Principles	11/1/19
13	21/1/19 BF	III	Entries - Parts of Entries	21/1/19
14	25/1/19 D		Kinds of entries	25/1/19
15	29/1/19 F		Unit card System	29/1/19

Text books :

1. Theory of Cataloguing
- 2.

Reference books :

1. Anglo American Catalogue Rules ed. 2
2. CCC with additional rules for Dictionary Catalogue

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		

M. Mani
Teacher's Signature

R. Fathima Bee
HOD Signature



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LESSON PLAN AND RECORD OF CLASSES ENGAGED



Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	30/1/19 A	III	Arrangement of Entries	30/1/19
17	31/1/19 AB		Standardization	31/1/19
18	1/2/19 AC		IS B.D (G)	1/2/19
19	7/2/19 A		MARC Format	7/2/19
20	12/2/19 EF		CCF Format	12/2/19
21	15/2/19 B		Dublin Core Standards	15/2/19
22	19/2/19 D	IV	Centralised Cataloguing	19/2/19
23	20/2/19 E		Co-operative Cataloguing	20/2/19
24	1/3/19 F		Compilation of Union Catalogue	1/3/19
25	5/3/19 C		UBC	5/3/19
26	6/3/19 D		Indexing Systems	6/3/19
27	7/3/19 E		Pre-coordinate Indexing	7/3/19
28	8/3/19 F		Chain Indexing	8/3/19
29	11/3/19 B		PRECIS	11/3/19
30	13/3/19 D		POPSI	13/3/19
31	15/3/19 F		Post Co-ordinate Indexing	15/3/19
32	20/3/19 C		Uniterm Indexing	20/3/19
33	22/3/19 D		kwic	22/3/19
34	29/3/19 C		kwoc	29/3/19
35	1/4/19 E	V	Vocabulary Control Devices	1/4/19
36	2/4/19 F		Thesaurus. Definition,	2/4/19
37	3/4/19 A		functions, Types.	3/4/19
38	4/4/19 B		Subject Heading Lists	4/4/19
39	8/4/19 D		- Seas List	10/4/19 F
40	11/4/19 A		Subject Headings	13/4/19 B

H. Mani
Teacher's Signature

K. S. S. S. S.
HOD Signature

FM3/Rev01



Sadakathullah Appa College

(AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.LIB.I.Sc Class : I year Academic Year : 2018 - 2019 Semester : II
 Title of the Paper : Library Administration and Management Subject Code : 18UCLS22
 Theory / Practical Name of the Teacher : Antony Arockiyarathy

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	14/12/2018 E	I	General Principles of Management	14/12/18
2	17.12.18 F		POSDCORB	17.12.18
3	18.12.18 D		Scientific Principles	18.12.18
4	20.12.18 C		Routines in various Sections	28.12.18 A
5	31.12.18 C		Routines - exposure to Library automation Software	3.1.19 E
6	4.1.19 F	II	Standard operating Procedures in Library	7.1.19 A
7	8.1.19 B		Implement 5's Techniques	
8			Personnel Management	10.1.19 D
9	11.1.19 E		Job Analysis	11.1.19
10	21.1.19 F	III	Library Finance	21.1.19
11	22.1.19 A		Budget Types	22.1.19
12	23.1.19 B		Budgeting Methods	23.1.19

Text books :

- 1.
- 2.

Reference books :

- 1.
- 2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment						
Internal Test		I st Test Portions	II nd Test Portions	III rd Test Portions		

Antony Arockiyarathy
Teacher's Signature

U. Fatma Begum
HOD Signature

