



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

Lesson Plan- Course Details

Name of the Department: *Library and Information Science*

Academic Year: *2019-20*

Semester: Odd / ~~Even~~

Sl. No.	Semester	Name of the Course	Course Code	Faculty In-charge
1.	I.	<i>Information, Communication Library and Society</i>	<i>18UCLS11</i>	<i>Dr. Fathima Beevi</i>
2.	I	<i>Information Sources and Services</i>	<i>18UCLS12</i>	<i>Dr. M. Fathima Beevi</i>
3.	I	<i>Information Processing and Retrieval- Classification (Theory)</i>	<i>18UCLS 13</i>	<i>Dr. M. Antina Pathumaragam</i>
4.	I	<i>Library Automation and Networking</i>	<i>18UCLS14</i>	<i>Dr. M. Antina Pathumaragam</i>
5.	I	<i>Office Automation</i>	<i>18UELSIA</i>	<i>Dr. M. Antina Pathumaragam</i>
6.	I	<i>Information Processing and Retrieval- Classification (Practice)</i>	<i>18UCLSIP</i>	<i>Dr. M. Antina Pathumaragam</i>

K.O. Fathima Beevi

HOD

ISO Coordinator

Principal



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : *Library Science* Class : *1st year* Academic Year : *2019 - 2020* Semester : *1*
 Title of the Paper : *Information sources and services* Subject Code : *18UC1312*
 Theory / Practical Name of the Teacher : *Fathima Beevi.M*

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	8.7.19 (D)	1	Fundamental concepts of Information Source	8.7.19
2	9.7.19 (E)		Meaning of Information source	9.7.19
3	10.7.19 (F)		Definition of Information source	10.7.19
4	11.7.19 (AH)		Importance of Information source	11.7.19
5	12.7.19 (B)		Types of Information source	12.7.19
6	15.7.19 (C)		List out of Primary Source	17.7.19
7	16.7.19 (D)		List out of secondary source	17.7.19
8	17.7.19 (E)		Explain Tertiary sources	18.7.19
9	18.7.19 (F)		Nature of information source	18.7.19
10	19.7.19 (AS)		Meaning of printed and electronic	19.7.19
11	22.7.19 (B)		Definition of Electronic Source	22.7.19
12	23.7.19 (C)		Types of e-Journal.	24.7.19
1	24.7.19 (D)	2	General Introduction primary source	24.7.19
2	25.7.19 (E)		Explain Periodicals, standards	26.7.19

Text books :

1. Reference Service
2. Library Information Services and Systems

Reference books :

1. Library Indexing & Abstracting
2. Practical reference work.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Types of Information sources	Information Literacy program			
Internal Test	2	I st Test Portions	II nd Test Portions	III rd Test Portions		

M. Fathima Beevi
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M. Fathima Beevi
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
3	26.7.19 (F)	2	Conferences, Patents	26.7.19
4	29.7.19 (A)		Theses / Dissertations	29.7.19
5	30.7.19 (B)		Trade Literature	30.7.19
6	31.7.19 (C)		General Introduction secondary sources.	31.7.19
7	1.8.19 (D)		Dictionaries / Encyclopedias / Statistics.	1.8.19
8	2.8.19 (E)		Biographical / Geographical	3.8.19
9	3.8.19 (F)		Indexing and Abstracting, Newspaper indexes.	3.8.19
10	5.8.19 (A ₇)		Handbooks and manuals	5.8.19
11	6.8.19 (B)		Territory Information Sources	6.8.19
12	7.8.19 (C)		Year Books, Almanacs, Union catalogues.	7.8.19
1	8.8.19 (D)	3	Reference services	8.8.19
2	9.8.19 (E)		Information services	9.8.19
3	19.8.19 (F)		Definition of Reference Service	19.8.19
4	20.8.19 (A ₈)		Need and purpose of Reference service	20.8.19
5	21.8.19 (B)		Types of Reference Services / ready service / long reference service	21.8.19
6	26.8.19 (D)		Theory and function of reference and information service.	27.8.19
7	27.8.19 (E)		Need for ready reference service	27.8.19
8	28.8.19 (F)		Need for long reference service	28.8.19
9	29.8.19 (A ₉)		Reference Librarian and Information officer.	3.9.19
10	30.8.19 (B)		Role of reference Librarian in electronic environments.	3.9.19

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
11	3.9.19(C)	3	Reference Enquiries and Questions	3.9.19
12	4.9.19(D)		Test	6.9.19
1	5.9.19(E)	4	Types of Information Service	6.9.19
2	6.9.19(F)		Documentation Services	6.9.19
3	9.9.19(A10)		Types of Documents Textual & Non-textual	9.9.19
4	10.9.19(B)		Published/unpublished document	10.9.19
5	12.9.19(C)		Documents sources primary / secondary tertiary	12.9.19
6	13.9.19(D)		Abstracting and indexing service	13.9.19
7	16.9.19(E)		Alerting Services.	16.09.19
8	17.9.19(F)		CAS - Current Awareness Services	17.09.19
			SDI - Selective Dissemination service	
9	18.9.19(A11)		Translation Services	18.09.19
10	19.9.19(B)		Document Delivery	19.09.19
11	20.9.19(C)		Referral Services	20.09.19
12	23.9.19(D)		Library Extension Services	23.09.19
1	24.9.19(F)	5	Definition of Information Library	24.09.19
2	25.9.19(F)		Objectives of Information	25.09.19
3	26.9.19(A2)		Special aspects of Information Literacy	26.09.19
4	27.9.19(B)		Need/objectives for Information Literacy	27.09.19

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.Lib.I.Sc Class : Academic Year : 2019 - 2020 Semester : I
 Title of the Paper : Information Processing and Retrieval - Classification Theory Subject Code : 18UCLS13
 Theory / Practical Name of the Teacher : Dr. M. Antina Pathumazagam

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	8.7.2019 (D)	I	Introduction to Library Classification	8.7.2019
2.	9.7.2019 (E)		Concepts of Library Classification	9.7.2019
3.	11.7.2019 (A)		Terminology	11.7.2019
4.	12.7.2019 (B)		Need & Purpose	12.7.2019
5.	15.7.2019 (C)		Functions of Library Classification	15.7.2019
6.	16.7.2019 (D)		Species of Classification Schemes	16.7.2019
7.	17.7.2019 (E)	II	History of Library Classification	17.7.2019
8.	18.7.2019 (F)		Development of Library Classification	18.7.2019
9.	19.7.2019 (A)		Development of Library Classification (contd)	19.7.2019
10.	22.7.2019 (B)		Theories of Library Classification	22.7.2019
11.	24.7.2019 (D)		General Theory J.D. Brown, E.C.R	24.7.2019
12.	26.7.2019 (F)		General Theory - Hulme & Sayers	26.7.2019
13.	29.7.2019 (A)		General Theory - H.E. Bliss.	29.7.2019
14.	30.7.2019 (B)		Dynamic Theory	30.7.2019
15.	1.8.2019 (D)		Normative Principles - Basic Laws	1.8.2019

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 of Classification	Construction of class No.		19.8.2019	19.8.2019
Internal Test	2	I st Test Portions	II nd Test Portions Unit I & II	III rd Test Portions Unit III, IV, V		

Antina Pathumazagam
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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16.	2.8.2019(E)	II	Normative Principles-Fundamental Laws	2.8.2019
17.	3.8.2019(F)		Normative Principles - Canons	3.8.2019
18.	5.8.2019(A)		Principles of Helpful Sequence	5.8.2019
19.	6.8.2019(B)		Principles of Facet Sequence	6.8.2019
20.	8.8.2019(D)		Modes of Formation of Subjects.	8.8.2019
21.	19.8.2019(E)	III	Approaches to Library Classification	19.8.2019
22.	20.8.2019(A)		Postulational Approach	20.8.2019
23.	21.8.2019(B)		Systems Approach	21.8.2019
24.	26.8.2019(D)		Fundamental Categories (PMEST)	26.8.2019
25.	27.8.2019(E)		Facet Analysis	27.8.2019
26.	28.8.2019(F)		Facet Sequence.	28.8.2019
27.	29.8.2019(A)		Phase Relation	29.8.2019
28.	30.8.2019(B)		Common Isolates	30.8.2019
29.	4.9.2019(D)		Devices in Library Classification	4.9.2019
30.	5.9.2019(E)	IV	Canons of Classification	5.9.2019
31.	6.9.2019(F)		- Idea Plane.	6.9.2019
32.	9.9.2019(A)		- Verbal Plane	9.9.2019
33.	10.9.2019(B)		- Notational Plane	10.9.2019.
34.	13.9.2019(D)		Notation - Need & Purpose	13.9.2019
35.	16.9.2019(E)		Types of Notation	16.9.2019
36.	17.9.2019(F)		Qualities of Notation	17.9.2019
37.	18.9.2019(A)		Call Number	18.9.2019
38.	23.9.2019(D)		Construction of Call Number (C)	23.9.2019
39.	24.9.2019(E)		Construction of Call Number (D)	24.9.2019
40.	25.9.2019(F)		Construction of Call Number (UDC)	25.9.2019

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Class : 1st Year Academic Year : 2019 - 2020 Semester : II

Course : B.LIB.I.Sc

Subject Code 18VCL522

Title of the Paper : Library Administration and Management

Name of the Teacher : Dr. M. Fathima Beevi

Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	09.12.19 A	1	Syllabus Discussion	10.12.19
2	10.12.19 B		Introduction, Meaning.	11.12.19
3	11.12.19 C		General principles of Management ^{Definition}	11.12.19
4	12.12.19 D		14 principles of Management	12.12.19
5	13.12.19 E		Explain POSDCORB	13.12.19
6	16.12.19 F		Explain planning	16.12.19
7	17.12.19 A		Scientific principle of Management	16.12.19
8	18.12.19 B		Routines in various sections.	18.12.19
9	19.12.19 C		Acquisition	19.12.19
10	20.12.19 D		Serials and Reference	20.12.19
11	27.12.19 E		Technical Maintenance.	22.01.2020
12	28.12.19 A		Circulation with an exposure to locally available.	02.01.2020
13	30.12.19 B		Library automation Software package.	03.01.2020

Text books :

1. Library Management
2. Library Building and ^{design} planning

Reference books :

1.

2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	3	Scientific principles of Management				
Internal Test		I st Test Portions Unit 1, 2 (SOP)	II nd Test Portions Unit 2, 3 (Library Finance)	III rd Test Portions Unit 4, 5		

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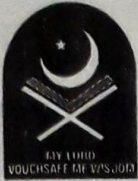
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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	31.12.19 C	2	Standard operating procedure	03.01.2020
2	02.01.2020 D		SOP for ICT	06.01.2020
3	03.01.2020 E		Introduction of 5's Technique	06.01.2020
4	04.01.2020 F		Implementation of 5's Techni	06.01.2020
5	06.01.2020 A		personal ^{ness in Library} Management	07.01.2020
6	07.01.2020 B		definition, Functions Human relations.	07.01.2020
7	08.01.2020 C		Personal Management - Staffing	08.01.2020
8	09.01.2020 D		Duties and responsibilities	09.01.2020
9	10.01.2020 E		Job Analysis	10.01.2020
10	13.01.2020 F		Job Specifications	11.01.2020
11	11.01.2020 A		Job standards	14.01.2020
12	14.01.2020 A		Motion Study	14.01.2020
1	20.01.2020 B	3	Financial Management	20.01.2020
2	21.01.2020 C		Revenue Sources	21.01.2020
3	22.01.2020 D		Administrative Services	22.01.2020
4	23.01.2020 E		Preparing & Administering	23.01.2020
5	24.01.2020 F		procedure for the preparation ^{Budget}	24.01.2020
6	27.01.2020 A		Budget types ^{of Budget}	27.01.2020
7	28.01.2020 B		Budgeting methods	28.01.2020
8	29.01.2020 C		closed Access System and	28.01.2020
9	30.01.2020 D		open Access System	28.01.2020
10	31.01.2020 E		Stock verification	30.01.2020
11	03.02.2020 F		shelf Rectification	01.2.2020
12	04.02.2020 A		Test	01.2.2020

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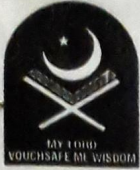
LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	10.02.2020 E	4	Maintenance of records in Libraries	10.02.2020
2	13.02.2020 E		Invoice and Bill file, Duplicate Order Record file	13.02.2020
3	17.02.2020 E		Fine and overdue Register	17.02.2020
4	18.02.2020 F		Stock Register and Allocation Register	18.02.2020
5	19.02.2020 A		Financial Records	19/02.2020
6	20.02.2020 B		Library Extension Services	20.02.2020
7	21.02.2020 C		Need for Extension Services	21.02.2020
8	24.02.2020 D		External Extension Services	24.02.2020
9	26.02.2020 F		Event Management of Library	26.02.2020
10	29.02.2020 C		Top 10 Advantages of Library management system by using cloud based	27.02.2020
1	02.03.2020 D	5.	Library Statistics	02.03.2020
2	03.03.2020 E		Importance of Library Statistics	03.03.2020
3	06.03.2020 B		Functions of Library Statistics	06.03.2020
4	09.03.2020 C		Annual Report	09.03.2020
5	11.03.2020 E		Digitization of Library	11.03.2020
6	16.03.2020 B		conservation of Documents	16.03.2020
7	17.03.2020 C		preservation of Documents	

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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : *B.Lib. I.Sc* Class : Academic Year : 2019 - 2020 Semester : *II*
 Title of the Paper : *Information Technology* Subject Code : *18UCLSR1*
 Theory / Practical Name of the Teacher : *Dr. M. Antina Pathmaragan*

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	9.12.2019 A	I	Introduction to Computers	9.12.2019
2.	10.12.2019 B		Generation of Computers	10.12.2019
3.	11.12.2019 C		Types of Computers	11.12.2019
4.	12.12.2019 D		Input Devices	12.12.2019
5.	13.12.2019 E		Output Devices	13.12.2019
6.	16.12.2019 F		Computer Architecture	17.12.2019 A
7.	18.12.2019 B		Data Representation and Storage	18.12.2019
8.	19.12.2019 C		System Software & Application Software	19.12.2019
9.	20.12.2019 D		Operating Systems	20.12.2019
10.	2.1.2020 D		Word Processing	2.1.2020
11.	3.1.2020 E		Spread Sheets	3.1.2020
12.	6.1.2020 A		Powerpoint Presentations	6.1.2020
13.	7.1.2020 B	II	Planning of Library Automation	7.1.2020
14.	8.1.2020 C		Implementation in In-House Operation	8.1.2020
15.	9.1.2020 D		Library Software Packages	9.1.2020

Text books :

1. *Comdex Computer Course kit*
2. *Computer and Library Services*

Reference books :

1. *Technology in Digital Library.*
2. *Information Technology Application in Academic Libraries*

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2					
Internal Test	3	I st Test Portions Unit I & II	II nd Test Portions Unit III	III rd Test Portions Unit IV & V		

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	13.1.2020 F	II	Automating In-House Operations	13.1.2020
17	14.1.2020 A		Commercial Software	14.1.2020
18	20.1.2020 B		Open Source Software	20.1.2020
19	21.1.2020 C	III	Database Management Systems	21.1.2020
20	23.1.2020 E		Concepts of DBMS	24.1.2020
21	27.1.2020 A		Components of DBMS	28.1.2020
22	29.1.2020 C		Database Structure	29.1.2020
23	31.1.2020 E		File Organisation	31.1.2020
24	4.2.2020 A		Physical Design	5.2.2020
25	6.2.2020 C		Basic functions of DBMS	8.2.2020
26	10.2.2020 E		Potential Uses	10.2.2020
27	12.2.2020 A		RDBMS.	12.2.2020
28	13.2.2020 B	IV	Internet	13.2.2020
29	15.2.2020 D		Basics of Internet	15.2.2020
30	17.2.2020 F		Search Engines	17.2.2020
31	18.2.2020 F		Meta-Search Engines	18.2.2020
32	19.2.2020 A		Internet Search Techniques	19.2.2020
33	20.2.2020 B		E-Resources	20.2.2020
34	21.2.2020 C		Online Databases	21.2.2020
35	24.2.2020 D		Class Test.	24.2.2020
36	25.2.2020 E	V	Networks.	25.2.2020
37	27.2.2020 A		Networks Topology	27.2.2020
38	29.2.2020 C		Types of Networks	29.2.2020
39	3.3.2020 E		NIC NET	3.3.2020
40	5.3.2020 A		INELIBNET	5.3.2020

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