



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

Lesson Plan- Course Details

Name of the Department: *Library and Information Science*

Academic Year: *2020 - 21*

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.M.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>18UCLS13</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>18UCLS1A</i>	<i>Dr.M.Antina Pathumaragam</i>
6.	I	<i>Information Processing and Retrieval-Classification (Practice)</i>	<i>18UCLS1P</i>	<i>Dr.M.Antina Pathumaragam</i>

*L.O. Fathima Beevi*  
**HOD**

**ISO Coordinator**

**Principal**



**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)**

**Rahmath Nagar, Tirunelveli - 627 011**

**Online-Class Lesson Plan**

**Academic Year 2020-2021 [Odd Semester]**

**Department: Library and Information Science**

<b>Class</b>	: B.Lib.I.Sc
<b>Semester</b>	: 1
<b>Name of the Faculty</b>	: Dr. M Fathima Beevi
<b>Title of the Course</b>	: DSC -1 Information Communication Library and Society
<b>Subject Code</b>	: 18UCLS11
<b>ICT Tools used</b>	: PowerPoint presentation, Google Meet, Google Classroom, On-Screen Demonstration
<b>Text books</b>	:
<b>Reference books</b>	:
<b>e-resources</b>	: <a href="https://classroom.google.com/w/NzEzNjAzNjE3OTZa/tc/MjA2NzAwMzE1NzUy">https://classroom.google.com/w/NzEzNjAzNjE3OTZa/tc/MjA2NzAwMzE1NzUy</a>

Sl. No	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
1	20.10.2020	8.30 to 9.20	A	1	Introduction to Information, Definition and Purpose	20.10.2020	
2	21.10.2020	9.20 - 10.20	B	1	Need and Advantages of Information Science	21.10.2020	
3	23.10.2020	9.20 - 10.20	D	1	Nature and Notion of Information and Source of Information	23.10.2020	
4	24.10.2020	10.20 - 11.20	E	1	Introduction and Purpose of Data and Knowledge	24.10.2020	
5	27.10.2020	11.20 - 12.20	F	1	Data and Knowledge Advantages Disadvantages	27.10.2020	
6	28.10.2020	8.30 to 9.20	A	1	Pros and Cons of Data and Knowledge	28.10.2020	
7	29.10.2020	12.20 - 1.20	B	1	General point of users in Information knowledge	29.10.2020	

*M. Fathima Beevi*  
Signature of the Faculty

*M. Fathima Beevi*  
Signature of the HOD

3

Sl. No	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
8	31.10.2020	8.30 to 9.20	C	1	University Grant Commission	31.10.2020	
9	2.11.2020	9.20 - 10.30	D	1	Introduction and Models of Communication	2.11.2020	
10	3.11.2020	10.20 - 11.30	E	2	Introduction of Model of Communication	3.11.2020	
11	4.11.2020	8.30 to 9.20	F	2	Barrier of Communication In Library and Information Centre	4.11.2020	
12	5.11.2020	8.30 to 9.20	A	2	Introduction to Library and Information Centre Agencies	5.11.2020	
13	6.11.2020	12.30 - 1.30	B	2	Purpose and uses of Library	6.11.2020	
14	7.11.2020	8.30 to 9.20	C	2	NAAC	7.11.2020	
15	9.11.2020	9.20 - 10.30	D	2	Five laws of Library Science	9.11.2020	
16	10.11.2020	10.20 - 11.30	E	2	Resource Sharing and Networking Introduction	10.11.2020	
17	11.11.2020	11.20 - 12.20	F	2	Resource sharing networking advantages and disadvantages	11.11.2020	
18	12.11.2020	8.30 to 9.20	A	3	Introduction and purpose of library movement acts legislation in India	12.11.2020	
19	13.11.2020	12.20 - 1.20	B	3	Types of library an organization	13.11.2020	
20	23.11.2020	8.30 to 9.20	C	3	Public library	23.11.2020	
21	24.11.2020	9.20 - 10.30	D	3	Academic library	24.11.2020	
22	26.11.2020	11.20 - 12.20	F	3	Function of the College Library	26.11.2020	

*U. Sathyanarayana*  
Signature of the Faculty

*U. Sathyanarayana*  
Signature of the HOD

Date-Topics Covered on

Remarks

	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
23	27.11.2020	8.30 to 9.20	A	3	Function of the School Library	27.11.2020	
24	28.11.2020	9.20 – 10.30	B	3	Objectives of Special Library	28.11.2020	
25	30.11.2020	8.30 to 9.20	C	3	Objectives of National Library	30.11.2020	
26	1.12.2020	9.20 – 10.30	D	4	Introduction to Library and Information Profession and Association	1.12.2020	
27	3.12.2020	11.20 – 12.20	F	4	Introduction to National Library Association	3.12.2020	
28	5.12.2020	9.20 - 10.30	B	4	Introduction to International Library Association	5.12.2020	
29	7.12.2020	8.30 to 9.20	C	4	International National Library Association Acts	7.12.2020	
30	8.12.2020	9.20 – 10.30	D	4	Introduction and purpose Different types of Library Association	8.12.2020	
31	9.12.2020	10.20 – 11.30	E	4	ILA	9.12.2020	
32	10.12.2020	8.30 to 9.20	F	4	IASLIC	10.12.2020	
33	11.12.2020	11.20 – 12.20	A	4	ASLIB	11.12.2020	
34	14.12.2020	9.20 – 10.30	B	4	IFLA	14.12.2020	
35	15.12.2020	8.30 to 9.20	C	4	SALIS	15.12.2020	
36	16.12.2020	11.20 - 12.20	D	4	ALA	16.12.2020	

*K. Fathima Bevi*  
Signature of the Faculty

*K. Fathima Bevi*  
Signature of the HOD

Sl. No	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
37.	17.12.2020	8.20 – 9.20	E	5	Introduction and purpose of Information Society	17.12.2020	
38	18.12.2020	8.30 - 9.30	F	5	Features of Information Society	18.12.2020	
39	19.12.2020	8.30 – 9.30	A	5	Characteristic of Information Society	19.12.2020	
40	21.12.2020	9.20 – 10.30	B	5	Important of Information Society	21.12.2020	

*M. Fathima Beem*  
Signature of the Faculty

*M. Fathima Beem*  
Signature of the HOD



**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)**

**Rahmath Nagar, Tirunelveli - 627 011**

**Online-Class Lesson Plan**

**Academic Year 2020-2021 [Odd Semester]**

**Department: Library and Information Science**

<b>Class</b>	:	B. Lib. I . Sc
<b>Semester</b>	:	1
<b>Name of the Faculty</b>	:	Dr. Antina Pathumaragam. M
<b>Title of the Course</b>	:	Information Processing and Retrieval – Classification (Theory)
<b>Subject Code</b>	:	18UCLS13
<b>ICT Tools used</b>	:	PowerPoint presentation, Google Meet, Google Classroom
<b>Text books</b>	:	
<b>Reference books</b>	:	
<b>e-resources</b>	:	<a href="https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjIyNTk5NTg4Mzkx">https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjIyNTk5NTg4Mzkx</a>

Sl. No	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
1	20.10.2020	9:30 to 10:20	A	1	Introduction to Library Classification	20.10.2020	
2	21.10.2020	10:30 to 12:20	B	1	Definition	21.10.2020	
3	23.10.2020	12:30 to 1:30	D	1	Components	23.10.2020	
4	24.10.2020	8:30 to 9:20	E	1	Purpose Functions	24.10.2020	
5	27.10.2020	9:30 to 10:20	F	1	Library Classification Schemes	27.10.2020	
6	28.10.2020	9:30 to 10:20	A	1	Species of Library Classification Schemes	28.10.2020	

*Antina Pathumaragam*  
Signature of the Faculty

*Q. Pathma Ben*  
Signature of the HOD

Sl. No	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
7	29.10.2020	10:30 to 12:20	B	2	Theory & Development of Library Classification	29.10.2020	
8	2.11.2020	12:30 to 1:30	D	2	History of Library Classification	2.11.2020	
9	3.11.2020	8:30 to 9:20	E	2	Development of Library Classification Schemes	3.11.2020	
10	4.11.2020	9:30 to 10:20	F	2	Theory of Library Classification -Importance, Need	4.11.2020	
11	5.11.2020	9:30 to 10:20	A	2	General Theory -J. D. Brown -E. C. Richardson	5.11.2020	
12	6.11.2020	10:30 to 12:20	B	2	-E. W. Hulme -W. C. B. Sayers - H. E. Bliss	6.11.2020	
13	9.11.2020	12:30 to 1:30	D	2	Dynamic theory	9.11.2020	
14	10.11.2020	8:30 to 9:20	E	2	Normative Principles	10.11.2020	
15	11.11.2020	9:30 to 10:20	F	2	Modes of Formation of Subjects	11.11.2020	
16	12.11.2020	9:30 to 10:20	A	3	Approaches to Library Classification	12.11.2020	
17	13.11.2020	10:30 to 12:20	B	3	Postulational Approach Systems Approach	13.11.2020	
18	24.11.2020	12:30 to 1:30	D	3	Fundamental Categories	24.11.2020	
19	26.11.2020	9:30 to 10:20	F	3	Facet Analysis Facet Sequence	26.11.2020	
20	27.11.2020	9:30 to 10:20	A	3	Phase Relation Common Isolates	27.11.2020	
21	28.11.2020	10:30 to 12:20	B	3	Devices in Library Classification	28.11.2020	

*Methuna Pathumalaiagan*  
Signature of the Faculty

*K. P. Pathumalaiagan*  
Signature of the HOD

Date-Topics Covered on  
2020  
Remarks

	Actual Date	Time	Order	Unit	Topics Planned	Date-Topics Covered on	Remarks
22	1.12.2020	12:30 to 1:30	D	4	Canons of Classification	1.12.2020	
23	3.12.2020	9:30 to 10:20	F	4	Notation- Need, Purpose, Types, Qualities	3.12.2020	
24	5.12.2020	10:30 to 12:20	B	4	Call Number - Class number, Book Number, Collection Number	5.12.2020	
25	8.11.2020	12:30 to 1:30	D	4	Construction of Class Number	8.11.2020	
26	9.12.2020	8:30 to 9:20	E	5	General and Specific Classification Schemes	9.12.2020	
27	10.12.2020	9:30 to 10:20	F	5	DDC	10.12.2020	
28	11.12.2020	9:30 to 10:20	A	5	CC	11.12.2020	
29	14.12.2020	10:30 to 12:20	B	5	UDC	14.12.2020	
30	16.12.2020	12:30 to 1:30	D	5	Current Trends	16.12.2020	

*M. Anitha Thumalagan*  
Signature of the Faculty

*E. O. Fathima Bee*  
Signature of the HOD





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

Lesson Plan- Course Details

Name of the Department: *Library and Information Science*

Academic Year: *2020 - 21*

Semester: ~~Odd~~ / Even

Sl. No.	Semester	Name of the Course	Course Code	Faculty In-charge
1	<u>I</u>	Library Information Technology	18UCLS21	Dr.M. Antina Pathumaragam
2	<u>I</u>	Library Administration and Management	18UCLS22	Dr.M. Fathima Beevi
3	<u>I</u>	Information Processing and Retrieval-Cataloguing (Theory)	18UCLS23	Dr.M. Antina Pathumaragam
4	<u>I</u>	Digital Libraries	18UCLS24	Dr.M. Fathima Beevi
5	<u>I</u>	Information Processing and Retrieval-Cataloguing (Practical)	18UCLS2P	Dr.M. Antina Pathumaragam
6	<u>II</u>	Soft Skills and Communication Skills	18UELS2A	

*I. Pathuma Bevi*  
HOD

ISO Coordinator

Principal



**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)**

**Rahmath Nagar, Tirunelveli - 627 011**

**Lesson Plan**

**Academic Year 2020-2021 [Even Semester]**

**Department: Library and Information Science**

<b>Class</b>	:	B.Lib.I.Sc.
<b>Semester</b>	:	2
<b>Name of the Faculty</b>	:	Dr. M. Fathima Beevi
<b>Title of the Course</b>	:	Library Administration and Management
<b>Subject Code</b>	:	18UCLS22
<b>ICT Tools used</b>	:	Google Meet
<b>Text books</b>	:	1. Library management 2. Library Building Design and Planning
<b>Reference books</b>	:	
<b>e-resources</b>	:	<a href="https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjlyNTk5NTg4Mzkx">https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjlyNTk5NTg4Mzkx</a>

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
1	20.01.2021	E	1	Syllabus Discussion	20.01.2021
2	21.01.2021	F		Introduction, Meaning, Definition	21.01.2021
3	22.01.2021	A		General Principles of Definition Management	22.01.2021
4	23.01.2021	B		14 Principles of Management	23.01.2021
5	25.01.2021	C		Explain POSDCORB	25.01.2021
6	27.01.2021	D		Explain Planning	25.01.2021
7	28.01.2021	E		Scientific Principles of Management	29.01.2021

*M. Fathima Beevi*  
Signature of the Faculty

*M. Fathima Beevi*  
Signature of the HOD

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
8	29.01.2021	F	1	Routines in Various Sections	30.01.2021
9	30.01.2021	A		Acquisition	02.02.2021
10	01.02.2021	B		Serials and Reference	03.02.2021
11	02.02.2021	C		Technical Maintenance	04.02.2021
12	03.02.2021	D		Circulation with an Exposure to Locally Available	05.02.2021
13	04.02.2021	E		Library Automation Software Package	06.02.2021
14	05.02.2021	F	2	Standard Operating Procedure	08.02.2021
15	06.02.2021	A		SOP for ICT	09.02.2021
16	08.02.2021	B		Introduction of 5's Techniques	10.02.2021
17	09.02.2021	C		Implementation of 5's Techniques in Library	11.02.2021
18	10.02.2021	D		Personal Management Definition, Functions	12.02.2021
19	11.02.2021	E		Human Relations	15.02.2021
20	12.02.2021	F		Personal Management –Staffing	16.02.2021
21	15.02.2021	A		Duties and Responsibilities	17.02.2021
22	16.02.2021	B		Job Analysis	22.02.2021
23	17.02.2021	C	2	Job Specifications	22.02.2021
24	18.02.2021	D		Job Standards	23.02.2021
25	19.02.2021	E		Motion Study	24.02.2021
26	20.02.2021	F	3	Financial Management	25.02.2021
27	22.02.2021	A		Revenue Sources	26.02.2021
28	23.02.2021	B		Administrative Services	27.02.2021
29	24.02.2021	C		Preparing & Administrating Budget	01.03.2021
30	25.02.2021	D		Procedure for the Preparation of Budget	02.03.2021
31	26.02.2021	E		Budget Types	03.03.2021

*D. Pathman Beeri*  
Signature of the Faculty

*D. Pathman Beeri*  
Signature of the HOD

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
32	27.02.2021	F		Budgeting Methods	04.03.2021
33	01.03.2021	A		Closed Access System	05.03.2021
34	02.03.2021	B		Open Access System	06.03.2021
35	03.03.2021	C		Stock Verification	08.03.2021
36	04.03.2021	D		Shelf Rectification	09.03.2021
37	05.03.2021	E	4	Maintenance of Records in Libraries	10.03.2021
38	06.03.2021	F		Invoice and Bill file, Duplicate Order Record File	11.03.2021
39	08.03.2021	A		Fine and Overdue Register	12.03.2021
40	09.03.2021	B		Stock Register and Allocation Register	16.03.2021
41	10.03.2021	C		Financial Records	17.03.2021
42	11.03.2021	D		Library Extension Services	18.03.2021
43	12.03.2021	E		Need for Extension Services	19.03.2021
44	15.03.2021	F		External Extension Services	20.03.2021
45	16.03.2021	A		Event Management of Library	22.03.2021

*K. Jadhava Bai*

Signature of the Faculty

*K. Jadhava Bai*

Signature of the HOD

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
46	17.03.2021	B		Top 10 Advantages of Library Management System by Using Cloud Based	23.03.2021
47	18.03.2021	C	5	Library Statistics	24.03.2021
48	19.03.2021	D		Importance of Library Statistics	25.03.2021
49	20.03.2021	E		Functions of Library Statistics	26.03.2021
50	22.03.2021	F		Annual Report	27.03.2021
51	23.03.2021	A		Digitization of Library	
52	24.03.2021	B		Conservation of Documents	
53	25.03.2021	C		Preservation of Documents	

*K. Pathima Bai*  
Signature of the Faculty

*D. Pathima Bai*  
Signature of the HOD



# SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)

Rahmath Nagar, Tirunelveli - 627 011

## Lesson Plan

Academic Year 2020-2021 [Even Semester]

Department: Library and Information Science

<b>Class</b>	:	B .Lib .I .Sc.
<b>Semester</b>	:	2
<b>Name of the Faculty</b>	:	Dr. Antina Pathumaragam. M
<b>Title of the Course</b>	:	Library Information Technology
<b>Subject Code</b>	:	18UCLS21
<b>ICT Tools used</b>	:	PowerPoint presentation, Google Meet, Google Classroom
<b>Text books</b>	:	1. Comdex Computer Course Kit 2. Computer and Library Services
<b>Reference books</b>	:	1. Technology in Digital Library 2. Information Technology Application in Academic Libraries
<b>e-resources</b>	:	<a href="https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjlyNTk5NTg4Mzkx">https://classroom.google.com/u/0/w/NzEzNjAzNjE3OTZa/tc/MjlyNTk5NTg4Mzkx</a>

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
1	20.01.2021	E	I	Introduction to Computers	20.01.2021
2	21.01.2021	F		Generation of Computers	21.01.2021
3	22.01.2021	A		Types of Computers	22.01.2021
4	23.01.2021	B		Input Devices	23.01.2021
5	25.01.2021	C		Output Devices	25.01.2021
6	27.01.2021	D		Computer Architecture	27.01.2021
7	28.01.2021	E		Data Representation and Storage	28.01.2021

*Antina Pathumaragam*  
Signature of the Faculty

*Pathum Ben*  
Signature of the HOD

Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
8	29.01.2021	F	I	System Software & Application Software	29.01.2021
9	30.01.2021	A		Operating Systems	30.01.2021
10	01.02.2021	B		Word Processing	01.02.2021
11	02.02.2021	C		Spread sheets	02.02.2021
12	03.02.2021	D		PowerPoint Presentations	03.02.2021
13	04.02.2021	E	II	Planning of Library Automation	04.02.2021
14	05.02.2021	F		Implementation in In-House Operations	05.02.2021
15	06.02.2021	A		Library Software Packages	08.02.2021
16	08.02.2021	B		Automating In-House Operations	09.02.2021
17	09.02.2021	C		Commercial Software	10.02.2021
18	10.02.2021	D		Open Source Software	11.02.2021
19	11.02.2021	E	III	Database Management Systems	12.02.2021
20	12.02.2021	F		Concepts of DBMS	16.02.2021
21	15.02.2021	A		Components of DBMS	17.02.2021
22	16.02.2021	B		Database Structure	19.02.2021

*M. Srinivasan*  
Signature of the Faculty

*S. Srinivasan*  
Signature of the HOD

Sl No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
23	17.02.2021	C	III	File Organisation	20.02.2021
24	18.02.2021	D		Physical Design	22.02.2021
25	19.02.2021	E		Basic Functions of DBMS	23.02.2021
26	20.02.2021	F		Potential Users	24.02.2021
27	22.02.2021	A		RDBMS	25.02.2021
28	23.02.2021	B	IV	Internet	26.02.2021
29	24.02.2021	C		Basics of Internet	27.02.2021
30	25.02.2021	D		Search Engine	01.03.2021
31	26.02.2021	E		Meta Search Engines	02.03.2021
32	27.02.2021	F		Internet Search Techniques	03.03.2021
33	01.03.2021	A		E-Resources	04.03.2021
34	02.03.2021	B		Online Databases	05.03.2021
35	03.03.2021	C		Class test	06.03.2021
36	04.03.2021	D	V	Networks	08.03.2021

*M. Kalina P. Thumagan*  
Signature of the Faculty

*K. P. P. P. P. P. P.*  
Signature of the HOD



Sl. No	Actual Date	Order	Unit	Topics Planned	Date-Topics Covered on
37	05.03.2021	E	V	Network Topology	09. .03.2021
38	06.03.2021	F		Types of Network	10.03.2021
39	08.03.2021	A		NICNET	11.03.2021
40	09. .03.2021	B		INFLIBNET	12.03.2021
41	10.03.2021	C		OCLC	16.03.2021

*M. S. Senthil Kumar*  
Signature of the Faculty

*P. R. S. Senthil Kumar*  
Signature of the HOD