

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: I

Name of Teacher: Dr Rupesh Gaur

Class: B. Lib & Info. SC

Subject: Library and Information Sc

Paper I: Foundations of Library and Information Science

Paper code M24-LIS-101

Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Understand the role of different Types of Libraries in Society; Concept of Library in Society – Social and Historical Foundations of Library. Library and Knowledge Society – Development of Libraries with special reference to India. Different Types of Libraries - their distinguishing features and functions.	Assignment-I Problems Discussion
OCTOBER	Be aware of theoretical foundations of Library and Information Science; Normative Principles of Library and Information Science – Five Laws of Library Science and their Implications on Library and Information Activities. Librarianship as a Profession	Assignment-II Class Test Problems Discussion
NOVEMBER	Acquaint with various Laws related to Library and Information Field; and Laws relating to Libraries and Information Centres - Library Legislation in India: Need and essential features. - Public Library Acts of Madras (Tamil Nadu), Andra Pradesh, Karnataka (Mysore) and Haryana Copyright Act and Delivery of Books (Public Libraries) Act, Right to Information Act.	Test Series & Problems discussion
December	Understand the Role of Professional Associations and Outreach Activities. Professional Associations, Public Relations, Extension Activities and Resource Sharing – Professional Associations and their role with particular reference to ILA, IASLIC, ALA, IFLA and UNESCO. – Public Relations and Extension Services. Resource Sharing.	Problems discussion & Revision,

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: I

Name of Teacher: Dr Rupesh Gaur

Class: B. Lib & Info. SC

Subject: Library and Information Sc.

Paper 2: Library Classification & Cataloguing

Paper code M24- LIS -102

Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Understand the various aspects of Library Classification. Library Classification - Library Classification: Definition, Need and Purpose - Subjects: Basic, Compound and Complex - Planes of Work. Notation: Need, Type and Quality Call Number: Class Number, Book Number and Collection Number	Assignment-I Class Test Problems Discussion
OCTOBER	Understand salient features of major Classification Schemes and Current Trends in Classification. Classification Schemes & Current Trends - Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices - Main features of latest editions of DDC and UDC. Current Trends: Web Dewey, OCLC Classify and Folksonomy.	Assignment-II Problems Discussion
NOVEMBER	Know different types of Catalogue and understand the process of Library Cataloguing. Bibliographic Description - Catalogue – Definition, Need and Purpose, Types of Library Catalogue. - Physical Forms: Conventional and Non-conventional Kinds of Entries and their functioning according to CCC and AACR-II.	Test Series & Problems discussion
December	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings. Subject Cataloguing Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing: OPAC, MARC, ISBD, CCF, RDA	Problems discussion & Revision,

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: 2nd

Name of Teacher: Dr Rupesh Gaur
 Subject: Library and Information Sc.
 Paper code M24-LIS-203

Class: B. Lib & Info. SC
 Paper 3: ICT Application in LIS
 Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Familiarize with classification of Computers and Hardware components. Computer Hardware – The Evolution and Characteristics of Computers. – Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers. <i>Computer Architecture:</i> Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).	Assignment-I Class Test Problems Discussion
OCTOBER	Understand the concept of Computer Software. Computer Software – System and Application Software. – Operating Systems: Single and Multiuser. – Basics Features of MS Windows and Linux. Application Software: Concept and Types.	Assignment-II Problems Discussion
NOVEMBER	Familiarize with different Communication Technologies. Communication Technology (Networking) – <i>Communication:</i> An Overview – <i>Networks:</i> Concept and Components – <i>Network Media:</i> Wire and Wireless. – <i>Network Types:</i> PAN, LAN, MAN and WAN. <i>Topologies:</i> Bus, Star, Ring, Token Ring, Tree and Mesh.	Test Series & Problems discussion
December	Understand the Areas of Application of Computers in Libraries. Library Automation – Role of Computers in Libraries – Library automation: definition, need, purpose & objectives – Application of Computers in Library Activities: Housekeeping Operations Library management software: Basic Features of SOUL and KOHA	Revision, Problems & discussion

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: I

Name of Teacher: Dr Rupesh Gaur
 Subject: Library and Information Sc.
 Paper code M24- LIS -104

Class: B. Lib & Info. SC
 Paper 4: Classification Practice
 Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Develop skills of Subject Analysis using Classification Schemes. Colon Classification (6th Rev. ed.) - Simple Subject. - Fundamental Categories.	Assignment-I Problems Discussion of Simple title
OCTOBER	Classifying the documents according to CC. Colon Classification (6th Rev. ed.) - Facet Analysis and Facet Sequence. - Devices. - Common Isolates.	Assignment-II Class Test Problems Discussion of Complex title
NOVEMBER	Classifying the documents according to DDC. Dewey Decimal Classification (23rd ed.) - Simple Subject (Summaries). - Introduction to Schedules.	Problems discussion of Simple title
December	Classifying the documents according to DDC. Dewey Decimal Classification (23rd ed.) Use of Tables. Relative Index.	Test Series & & Problems discussion of Simple title Revision,

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: I

Name of Teacher: Dr Rupesh Gaur
 Subject: Library and Information Sc.
 Paper code M24- LIS -105

Class: B. Lib & Info. SC
 Paper 5: ICT Application in LIS Practice
 Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	- Use MS WORD efficiently - MS WORD: Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.	Assignment-I Class Test Problems Discussion and Practice
OCTOBER	- Use MS POWER POINT efficiently - MS POWER POINT: Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.	Assignment-II Problems Discussion and Practice
NOVEMBER	- Conduct Web-search and Communicate through E-mail Online Searching - Basic Web Searching - E-mail	Test Series & Problems discussion and Practice
December	- Introduction to KOHA Use KOHA for basic Library Operations	Revision, & Problems discussion and Practice

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: 2nd

Name of Teacher: Dr Rupesh Gaur
 Subject: Library and Information SC
 Paper code M24-LIS-201

Class: B. Lib & Info. SC
 Paper I: Reference and Information Services
 Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Develop a comprehensive understanding of Reference Service and the techniques involved in conducting effective Reference Interviews Foundations of Reference Services - Reference Services: Definition, Need and Functions - Theories and Levels of Reference Services - Reference Service in different Types of Library - Five Laws of Library Science and Reference Service - Reference Process: Reference Question; Reference Interview Qualities and Competencies of a Reference Librarian	Assignment-I Class Test Problems Discussion
OCTOBER	Learn about different kinds and functions of Information Services Information Services: Types and Functions - Concept and Types of Information Services: An overview - Current Awareness Service (CAS) - Selective Dissemination of Information (SDI). - Document Delivery Service (DDS) - Translation Service Referral Service	Assignment-II Problems Discussion
NOVEMBER	Gain an Understanding of the Services offered by various Information Systems Services and Products of specific Information Systems - Concept, Objectives, Functions of Information Systems - Environmental Information System (ENVIS) - Biotechnology Information System (BTIS) - International Nuclear Information System (INIS) - International Information System on Agricultural Sciences and Technology(AGRIS) National Institute of Science Communication and Information Resources (NISCAIR)	Test Series& Problems discussion

December	Explore Current Trends in Reference and Information Services Trends in Reference and Information Service - Online/Virtual Reference Services: Concept, Types and Advantages - Synchronous Communication & Content Delivery: Instant Messaging, RSS Feeds, Streaming Media, Podcasts, Vodcasts, SMS Enquiry Service - Collaborative Publishing Tools: Blogs & Wikis, Collaborative Service Platforms: Social Networks, Tagging, Social Bookmarking - Use of Social Media in Information Service Best Practice and Role of Reference Librarian in Digital Era	Problems discussion
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Indira Gandhi National College, Ladwa

Lesson Plan

Semester: 2nd

Name of Teacher: Dr Rupesh Gaur
 Subject: Library and Information Sc.
 Paper code M24-LIS-202

Class: B. Lib & Info. SC
 Paper 2: Library Management
 Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Understand the Management aspects of Library & Information Centres. Library Environment - Organisation, Management and Administration: A Conceptual Framework. - Library Organisational Structure, Ranganathan's Staff Formula. Library Committee: Types, functions and powers	Assignment-I Class Test Problems Discussion
OCTOBER	Understand Library Finance and Budgeting. Library Finance and Budgeting - Sources of Finance. - Methods of Estimating Library Finance. - Budget Preparation for different types of Libraries. General Administration: Annual Report, Library Statistics, Library Rules.	Assignment-II Problems Discussion
NOVEMBER	Familiarize with the different Sections of the Library & Information Centres. Sections of the Library - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure. - Technical Processing Section. - Periodicals Section. - Circulation Section. Reference Section.	Test Series & Problems discussion
December	Understand different aspects of Library maintenance and Space Management. Maintenance, Building and Space Management - Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc. - Basic elements in designing library building. Furniture and Equipments.	Revision, Problems & discussion

Indira Gandhi National College, Ladwa

Lesson Plan

Semester: I

Name of Teacher: Dr Rupesh Gaur

Class: B. Lib & Info. SC

Subject: Library and Information Sc.

Paper 3: Reference and Information Sources

Paper code M24- LIS -103

Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Develop an in-depth understanding of the classification of various Information Sources and the Criteria used for their Evaluation Information Sources and their Classifications - Information Sources: Nature, Characteristics, Types and Formats - Documentary and Non-Documentary Sources of Information - Sources of Information: Primary, Secondary and Tertiary Sources Human and Institutional Resources of Information	Assignment-I Problems Discussion
OCTOBER	Comprehend various types of Reference Sources and their functions Reference Sources: Types and their Functions - Reference Books: Types, Uses and Criteria for Evaluation Types and Uses of Factual and Ready Reference Sources: Encyclopedias, Dictionaries, Year Books and Almanacs, Directories, Geographical Sources, Biographical Sources, Sources of Current events	Assignment-II Class Test Problems Discussion
NOVEMBER	Gain familiarity with Bibliographical Tools and their functions Bibliographic Information Sources: Types and Functions - Meaning, history, Branches and Functions of Bibliography Types of Bibliography: Universal Bibliography, National Bibliography, Trade Bibliography, etc.	Test Series& Problems discussion
December	Identify and evaluate reliable web-based resources for accessing information Web-based Information Resources - Concept, Importance, Key Features; Advantages of Web-based Resources - Evaluation of Web-based Information Resources - Types of Web-based Information Resources: - o <i>E-Resources on the Web</i>: E-Books, E-Journals; E-	Revision, Problems & discussion

	Databases: Bibliographic, Full Text, Numeric, Citation Searching; ○ <i>Open Access Databases</i>: DOAJ, DOAR; E-Theses and dissertations: Shodhganga and Shodhgangotri. <i>Reference Tools on the Web</i>: Encyclopedias, Dictionaries, Directories etc.; Online Repository-RCLIS	
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Indira Gandhi National College, Ladwa

Lesson Plan

Semester: 2nd

Name of Teacher: Dr Rupesh Gaur
Subject: Library and Information Sc.
Paper code M24- LIS -204

Class: B. Lib & Info. SC
Paper 4: Cataloguing Practice
Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Develop skills of Subject Cataloguing. American Cataloguing Rules-II (AACR-II) Marks: 40 - Sections and Skeleton Card of Main and Added entries - Basic features, Personal Author(s), Shared Authorship, Collaborator (s).	Assignment-I Problems Discussion and Practice
OCTOBER	Cataloguing the documents according to AACR-II and RDA. - Cataloguing Pseudonym Work. - Cataloguing of Multivolume documents. Cataloguing of Periodical Publications (Simple Periodical Publications)	Class Test Assignment-II Problems Discussion and Practice
NOVEMBER	Develop skills of document analysis using Resource Description and Analysis (RDA).	Problems discussion and Practice
December	Prepare Catalogue Entries according to RDA. Viva-voce	Test Series & Problems discussion and Practice

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Lesson Plan

Semester: 2nd

Name of Teacher: Dr Rupesh Gaur

Class: B. Lib & Info. SC

Subject: Library and Information Sc.

Paper 5: Information Sources and Services Practice

Paper code M24-LIS-205

Session: 2026-2027

Month	Topic / Chapter Covered	Other activities
SEPTEMBER	Know the criteria to evaluate different types of Reference Sources Evaluation of Reference Source Critical assessment of Reference Source based on their authority, scope, arrangement, treatment and format.	Assignment-I Problems Discussion and Practice
OCTOBER	Develop proficiency in answering a range of Reference Queries Providing Answers of Reference Questions Effectively responding to reference queries through the identification of appropriate reference sources accompanied by accurate bibliographical details.	Assignment-II Class Test Problems Discussion and Practice
NOVEMBER	Prepare Bibliographic Entries according to APA Style Guidelines Prepare Bibliographic Entries according to APA Style Guideline Creating bibliographic citations in accordance with APA style guidelines	Problems discussion and Practice
December	Gain understanding in compiling Journal Content Alerts and organizing Thematic Newspaper Clippings. Compile Journal Contents Alerts Organizing Current Journal Content List (Broad Subject Headings Arrangement) for user awareness and access. Organize Thematic Newspaper Clippings Collecting and arranging Newspaper Clippings based on specific themes or subject areas.	Test Series & Problems discussion and Practice