



DEPARTMENT OF  
LIBRARY  
TEACHING PLAN  
GD CR  
2023-24

## Teaching-Plan

Class - B.Lib & I.Sc. (1st sem.)

Paper - 1<sup>st</sup> - Foundation of Lib & Info Science.

Credits - 04

Month	Unit & Topic	Credit allotted	Period/ Hours Required
September	Unit 1 - Library & Inf. Sc. Introduction Unit-2 - Libraries - Types & Roles.	4	
October	Unit 3 - Laws Related to Libraries & Information		
November	Unit 4 - Library Services and facilities for users.		
December	Revision Classes.		
Paper - 2 <sup>nd</sup> Total - Reference Service and Sources			
September	Unit-1 - Reference Services - Concept Importance, kinds.	4	
October	Unit-2 - Enquiry Techniques and methods, organization and management of Ref. Services.		
November	Unit-3 - Dictionary, Evaluation Encyclopedias - Evaluation Unit-4 - Yearbooks, Directories current reference sources.		
December	Unit-4 - Geographical sources, Biographical sources.		

प्रिन्सिपल

## Teaching-Plan

(~~Class~~) - B Lib & I Sc (1st sem)

Paper - 2<sup>nd</sup> - Documentation & Inf. Services.

Credits - 4

Month	Unit & Topic	Credit allotted	Period/ Hours Required
September	Unit-1 - Documentation - Types Reprographic & Translation Services. Unit-2. Information Science CAS, SDI.	4	
October	Unit-3 - Abstracting - definition aims & scope.		
November	Unit-4 - Indexing - Types Documentation centers, systems.		
December	- Revision classes.		
<u>Paper - 6<sup>th</sup></u>			
September	Title - Collection Development Digital Libraries. Unit-1 - Basics of collection development.	2	
October	Unit-2 - Documentation Selections & Acquisition Procedure. Unit-3 - Collections Evaluations and weeding. Unit-4 - Preservation, Its Impact on collection development.		
<u>Paper - 7<sup>th</sup></u>			
November	Title - Library Automation Unit-1 - Introduction to Library Automation Unit-2 - Management of Library Automation.	2	
December	Unit-3 - House Keeping Operation Unit-4 - Computerization & Information Service.		

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## Teaching-Plan

Class - B.Lib 4. I.Sc (2<sup>nd</sup> sem.)

Paper - 1<sup>st</sup> - Library organization & management.

Credits - 4

Month	Unit & Topic	Credit allotted	Period/ Hours Required
January	Unit 1 - Library Organization Library Committee, Commission.	4	
February	Unit 2 - Library Association. Scientific & Personal management.		
March	Unit 3 - Physical Environment of Library. Public Relation and extension activities.		
April	Unit 4 - Library finance and Budget. Maintenance of Library record. Annual report.		
Papers 2 <sup>nd</sup>			
Title - Computer Application in Library.			
January	Unit 1 - Computer. Definition, Types Electronic Data Processing.		
February	Unit 2 - Computer Hardware and Software. Algorithm & Flowchart.		
March	Unit 3 - Library Software Packages DTP, SOUL, KOHA.		
April	Unit 4 - Computerized Information Services. e-Journal & e-books Networking - LAN, MAN, WAN Library Network.		

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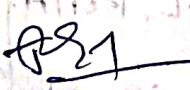
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 ग्रंथपाल  
 शासकीय दिग्विजय महाविद्यालय

## Teaching-Plan

Class - B. Ed & T. Sc. (2nd sem.)

Paper - Ed. Communication Skill

Credits - 2

Month	Unit & Topic	Credit allotted	Period/ Hours Required
January	Unit 1 - Communications. B. Types & Basics.	2	
February	Unit-2 - Communication fundamentals. Social SKILLS.		
March	Unit-3 - Preparing for Job Interview.		
April	Unit-4 - Workplace Skill. Group Discussion. Presentation Skill.		
<u>Paper - 847</u>			
February - March →	Title - Practice & Project work Information Sources & Services (Practice work)		
March - April →	Project work (JSE)		
 (रिक्शे कृष्ण केशोर)			



**Teaching-Plan**

Class - BLib & ISc (1st Sem.)

Paper - 1st Semester (Library Classification theory)

Credits - 04

DSC 1D

Month	Unit & Topic	Credit allotted	Period/ Hours Required
September	<p><b>UNIT- 01-</b> Library Classification: Its definition, aims &amp; function.</p> <p><b>UNIT- 02-</b> Species of classification schemes- Enumerative &amp; analytical pattern: their features, merits &amp; demerits.</p>	04	
October	<p><b>UNIT- 03-</b> Comparative study of colon Classification &amp; Decimal classification.</p>		
November	<p><b>UNIT- II</b></p> <ul style="list-style-type: none"> <li>- Knowledge Classification &amp; its Canon</li> <li>- Five Fundamental categories &amp; their postulates.</li> <li>- Types of Isolates.</li> </ul> <p><b>UNIT- III</b></p> <ul style="list-style-type: none"> <li>- Notation: definition, Needs &amp; Functions.</li> <li>- Mnemonics: Its types &amp; canons</li> </ul>		
December	<p><b>UNIT- IV</b></p> <ul style="list-style-type: none"> <li>- Book classification: purpose &amp; meaning.</li> <li>- Canons for book classification.</li> <li>- System of book numbers</li> <li>- Steps in practical classification.</li> </ul>		

*Poojashree*  
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## Teaching-Plan

Class - ...Bib & Jsc (1st Semester)

Paper - ...Library classification (practice)

Credits - ...04

DSC-1 DR

Month	Unit & Topic	Credit allotted	Period/ Hours Required
September	UNIT - I Introduction to classification		
October	Dewey Decimal classification (DDC)	04	
November	Colon classification		
December	DDC and cc both		

*P. Prasad*  
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Teaching-Plan

Class - BLib & Tsc (2nd Semester)

Paper - Library Cataloguing and Bibliography

Credits - 04 DSC-2C

Month	Unit & Topic	Credit allotted	Period/ Hours Required
January -	UNIT-01 Library Catalogue: objectives, purpose and functions.		
February -	UNIT-02 - Cooperative and centralized Cataloguing. - Comparative study of ce and AACR-2	04	
March -	UNIT-03 - Bibliography - definitions, aims, need, functions and types.		
April -	UNIT-04 - Bibliography control. - Bibliography and documentation activities in U.S.A. and U.K. - Bibliographical organizations in india and their services.		

*Prakash*  
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## Teaching-Plan

Class - ...Blib & ISc (2nd Semester)...

Paper - Library cataloguing (Practice)  
DSC 2CP

Credits - ...04.....

Month	Unit & Topic	Credit allotted	Period/ Hours Required
January	<p>UNIT - I</p> <ul style="list-style-type: none"> <li>- Introduction: cataloguing</li> <li>- cataloguing - Entry &amp; Types.</li> <li>- Library forms &amp; their types.</li> </ul>		
February	<p>UNIT-02</p> <ul style="list-style-type: none"> <li>- cataloguing of works of Single Authorship.</li> <li>- Shared Authorship, Pseudonyms.</li> <li>- Descriptive, Numbered, parallel, mixed responsibilities.</li> </ul>	04	
March	<p>UNIT-03</p> <ul style="list-style-type: none"> <li>- Cataloguing of editorial works.</li> <li>- Composite work.</li> <li>- Multi-volume work.</li> </ul>		
April	<p>UNIT-04</p> <ul style="list-style-type: none"> <li>- Cataloguing of works of corporate Authorship.</li> <li>- Cataloguing of Serial publications.</li> </ul>		

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