

BPS Mahila Polytechnic, Khanpur Kalan (Sonepat)

Lesson Plan

Name of Faculty: Dr Shiv Kumar

Discipline: Library & Information Science

Semester: 4th

Subject: Library Correspondence

Lesson Plan duration: 15 Weeks (From March 2023 to June 2023)

Work load per week: T (04) & P (03)

Week	Theory		Practical/ Practice	
Week	Lecture Day	Topic	Practical Day	Topic
1 st	1 st	Correspondence related to meeting	1 st	MS power point slide preparation
	2 nd	Staff meeting	2 nd	MS power point slide preparation: Staff meeting
	3 rd	Library committee meeting	3 rd	MS power point slide preparation: Library Committee meeting
	4 th	Preparation of Agenda		
2 nd	5 th	Minutes of meeting	4 th	Over head projector slide show: Minutes of meeting
	6 th	Correspondence with the library suppliers	5 th	Over head projector slide show: Library materials
	7 th	Library materials	6 th	Over head projector slide show: Library materials
	8 th	Furniture & equipment		
3 rd	9 th	Inviting Tenders	7 th	Over head projector slide show: Inviting Tenders
	10 th	Quotation for placing orders	8 th	Over head projector slide show: Quotation for placing orders
	11 th	Reminders	9 th	Over head projector slide show: Reminders
	12 th	Test in the class		
4 th	13 th	Correspondence related to acquisition of books and periodicals	10 th	Over head projector slide show: Quotation for placing orders
	14 th	Inviting quotations	11 th	LCD projector slide show: Inviting quotations
	15 th	Placing orders	12 th	LCD projector slide show:

				Inviting quotations
	16 th	Reminder and cancellation letter		
5 th	17 th	Payment	13 th	LCD projector slide show: Payment
	18 th	Correspondence related to binding	14 th	LCD projector slide show: Payment
	19 th	Inviting quotation	15 th	LCD projector slide show: Inviting quotation
	20 th	Placing order		
6 th	21 st	Payments	16 th	MS power point slide preparation: Payments
	22 nd	Correspondence with library members	17 th	MS power point slide preparation: Return of books
	23 rd	Return of books	18 th	MS power point slide preparation: Return of books
	24 th	Reservation of books		
7 th	25 th	Inter library loan	19 th	Over head projector slide show: Inter library loan
	26 th	New arrivals	20 th	Over head projector slide show: New renewals
	27 th	Membership and renewals	21 st	Over head projector slide show: Membership and renewals
	28 th	Components of e-correspondence (e-mail)		
8 th	29 th	Drafting of mails	22 nd	LCD projector slide show: Drafting of mails
	30 th	Mailing	23 rd	LCD projector slide show: Mailing
	31 st	Responding	24 th	LCD projector slide show: Responding
	32 nd	Assignment		
9 th	33 rd	Staff meeting	25 th	MS power point slide preparation: Return of books
	34 th	Library committee meeting	26 th	MS power point slide preparation: Library committee meeting
	35 th	Preparation of Agenda	27 th	MS power point slide preparation: Return of books
	36 th	Minutes of meeting		
10 th	37 th	Library materials	28 th	Over head projector slide show: Membership and renewals
	38 th	Furniture & equipment	29 th	Over head projector slide show: Furniture & equipment
	39 th	Inviting Tenders	30 th	Over head projector slide show: Inviting Tenders

	40 th	Quotation for placing orders		
11 th	41 st	Reminders	31 st	LCD projector slide show: Responding
	42 nd	Inviting quotations	32 nd	LCD projector slide show: Inviting quotations
	43 rd	Placing orders	33 rd	LCD projector slide show: Placing orders
	44 th	Reminder and cancellation letter		
12 th	45 th	Payment	34 th	MS power point slide preparation: Return of books
	46 th	Inviting quotation	35 th	MS power point slide preparation: Inviting quotation
	47 th	Placing order	36 th	MS power point slide preparation: Placing order
	48 th	Payments		
13 th	49 th	Return of books	37 th	Over head projector slide show: Return of books
	50 th	Reservation of books	38 th	Over head projector slide show: Inviting Tenders
	51 st	Inter library loan	39 th	Over head projector slide show: Reservation of books
	52 nd	New arrivals		
14 th	53 rd	Membership and renewals	40 th	LCD projector slide show: Placing orders
	54 th	Components of e- correspondence (e-mail)	41 st	LCD projector slide show: Placing orders
	55 th	Drafting of mails	42 nd	LCD projector slide show: Placing orders
	56 th	Mailing		
15 th	57 th	Responding	43 rd	MS power point slide preparation: Placing order
	58 th	Test	44 th	Over head projector slide show: Inviting Tenders
	59 th	Assignment check	45 th	LCD projector slide show: Placing orders
	60 th	Revision		