BPS Mahila Polytechnic, Khanpur Kalan (Sonepat)

Lesson Plan

Name of Faculty: Dr Shiv Kumar

Discipline: Library & Information Science

Semester: 2nd

Subject: Information sources and services

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

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

Week	Theory		Practical/ Practice	
Week	Lecture Day	Topic	Practical Day	Topic
1st	1 st	Primary sources of information	1 st	Practice in use of Current sources Newspapers etc
	2 nd	Secondary sources of information	2 nd	Practice in use of Bibliographical sources
	3 rd	Tertiary sources of information	3 rd	Practice in use of Dictionary
			4 th	Practice in use of Encyclopaedia
2nd	4 th	Dictionary ealuation	5 th	Practice in use of Dictionary
	5 th	Encyclopaedia evaluation	6 th	Practice in use of Current sources Internet sources etc
	6th	Yearbook and Directories evaluation	7th	Practice in use of Current sources Internet sources etc
			8 th	Practice in use of Directories
3rd	7 th	Hand-books evaluation	9 th	Practice in use of Hand-books
	8th	Almanacs evaluation	10th	Practice in use of Almanacs
	9th	Manuals and Guide-books evaluation	11th	Practice in use of Manuals
			12 th	Practice in use of Guide-books
4th	10th	Maps evaluation	13 th	Practice in use of Maps
	11th	Atlases evaluation	14 th	Practice in use of Atlases
	12 th	Globes, Gazetteers and travel guides evaluation	15 th	Practice in use of Globes
			16 th	Practice in use of Gazetteers and travel guides
5th	13th	Ready reference service-Yearbook	17 th	Practice in use of Ready reference service- Yearbook
	14 th	Ready reference service-Directory	18 th	Practice in use of Ready reference service-Directory

	15th	Ready reference service- Almanacs and Guidebooks	19th	Practice in use of Almanacs
			20th	Practice in use of Guidebooks
6th	16th	Ready reference service- manuals	21st	Practice in use of manuals
	17th	Long reference service	22nd	Practice in use of Bibliography
	18th	Long reference service	23rd	Practice in use of Index
			24th	Practice in use of Almanacs
7th	19th	Current awareness service	25th	Answering queries
	20th	Current awareness service	26th	Answering queries
	21st	Selective dissemination of information	27th	Answering queries
			28th	Answering queries
8th	22nd	Selective dissemination of information	29th	Preparation of Selective dissemination of information
	23rd	Competencies and skills for reference librarian	30th	Preparation of current awareness information
	24th	Test in the class	31st	Answering queries
			32nd	Test in the class
9th	25th	Indexing Services	33rd	Answering queries
	26th	Indexing Services	34th	Index preparation
	27th	Abstracting Services	35th	Answering queries
			36th	Abstract preparation
10th	28th	Revision primary sources	37th	Answering queries
	29th	Revision primary sources	38th	Practice use of Directory
	30th	Revision secondary sources	39th	Answering queries
			40th	Practice use of Encyclopaedia
11th	31st	Revision tertiary sources	41st	Answering queries
	32nd	Revision tertiary sources	42nd	Practice use of Dictionary
	33rd	Revision evaluation of sources	43rd	Answering queries
			44th	Revision Yearbooks
12th	34th	Revision evaluation of sources	45th	Abstract preparation
	35th	Revision evaluation of sources	46th	Index preparation
	36th	Revision ready reference sources	47th	Answering reference queries
			48th	Answering reference queries
13th	37th	Revision long reference sources	49th	Answering reference queries
	38th	Revision long reference sources	50th	Answering reference queries
	39th	Revision long reference sources	51st	Answering reference queries

				52nd	Answering reference queries
14th	40th	Test/Revision		53rd	Test/Revision
	41st	Revision current awareness service		54th	current awareness list preparation
	42nd	Revision selective dissemination of information		55th	Practice of current awareness list preparation
				56th	Practice of selective dissemination of information
15th	43rd	Revision competencies and skills of reference librarian		57th	Practice of current awareness list preparation
	44th	Revision Indexing and Abstracting service		58th	Index preparation
	45th	Test		59th	Abstract preparation
				60th	Test