

Lesson Plan

Environmental Studies And Disaster Management

Week	Theory/Practical	
	Lecture Day	Topic Including(assignment/Test)
Ist	1	Unit1:- Introduction Basics of Ecology , Eco system Concept and sustainable development
	2	Sources ,advantages ,disadvantages of renewable and non-renewable energy
IIInd	1	Rain Water Harvesting
	2	Deforestation – its effects and control measures
IIIrd	1	Unit2:- Air and Noise Pollution Air Pollution: Source of Air Pollution
	2	Effect of Air Pollution on Human Health, Economy, Air Pollution control Methods
IVth	1	Noise Pollution: Sources of Noise Pollution, unit of noise ,Effect of Noise Pollution, Acceptable Noise Level, different Methods of minimizing Noise Pollution
	2	Revision of Above topics
Vth	1	Unit3:- Water and Soil Pollution Water Pollution: Impurities in water, Cause of water Pollution
	2	Sources of water Pollution. Effect of water pollution on human health
VIth	1	First Sessional Test(Tentative)
	2	First Sessional Test(Tentative)
VIIth	1	Concept of DO ,BOD, COD
	2	Prevention of water Pollution- water treatment processes
VIIIth	1	Sewage treatment ,Water quality standard
	2	Soil Pollution: Sources of soil Pollution
IXth	1	Effect and control of soil pollution
	2	Type of solid waste- House hold, Industrial, Agricultural, Bio-Medical, Disposal of Solid waste.
Xth	1	Solid waste management E-waste ,E-waste management
	2	Unit4:- Impact of Energy Usage on Environment Global Warming ,Green House Effect , Depletion of Ozone Layer
XIth	1	Second Sessional Tests(Tentative)
	2	Second Sessional Tests(Tentative)
XIIth	1	Acid Rain .Eco Friendly Material, Recycling of Material, Concept of Green Building
	2	Concept of Carbon credit and Carbon Foot Print
XIIIth	1	Unit5:- Disaster Management A Different type of Disaster ,Natural Disasters such as Flood ,Cyclone ,Earth Quake and Landslides etc.
	2	Manmade Disasters such as Fire, Industrial Pollution, Nuclear Disasters, biological Disasters.

XIVth	1	Accidents(Air , Sea Rain and Road) , Structural Failures (Building and Bridges) , War and Terrorism
	2	B Disaster Preparedness Disaster Preparedness plan : Prediction ,Early warnings and safety measures of Disaster Psychological Response and Management (Trauma, Stress, Rumour and Panic)
XVth	1	Third Sessional Test(Tentative)
	2	Third Sessional Test(Tentative)
XVIth	1	Revision of above Syllabus
	2	Revision of above Syllabus

Lesson Plan LIS Department

Name of faculty: Mr. Ranbir Singh Rathee

Semester: 2nd

Subject: Information Sources & Services

Lesson Plan D 18 weeks (15th Feb.,2024 to 14th June 2024)

Week	Theory		Practical	
	Lecture day	Topic	Practical day	Topic
1st			1st	Encyclopaedia (Gen.)
			2nd	Encyclopaedia (Gen.)
2nd	1st	Info. Source :Introduction	3rd	Encyclopaedia
	2nd	Concept &Meaning of sources	4th	Encyclopaedia
	3rd	Need of info. source		---
3rd	4th	Importance of Info. Source	5th	Dictionary
	5th	Types of Info. Source	6th	Do
	6th	Do	7th	Do
4th	7th	Info. Source -Primary	8th	Do
	8th	Do	9th	Do
	9th	Do		---
5th	10th	Info. Source -Secondary	10th	Bibliographic sources
	11th	Do	11th	Do
	12th	Do	12th	Do
6th	13th	Info. Source-Tertiary	13th	Do
	14th	Do	14th	Do
	15th	Do	15th	Do
7th	16th	Evaluation of Sources	16th	Geographical Sources
	17th	Do	17th	Do
8th	18th	Info. Services –intro.	18th	Do
	19th	Info. Services-Definition	19th	Do
	20th	Info. Services-Importance	20th	Do
9th	21st	Info. Services-Purposes	21th	CAS: Newspaper
	22nd	Do	22th	Do
	23rd	Do		---
10th	24th	Info. Services-types	23th	Do
	25th	Ready Reference Service	24th	Do
11th	26th	Do	25th	CAS Internet
	27th	Long Range Ref. Service	26th	CAS Internet
	28th	Do	27th	CAS Internet
12th	29th	Do	28th	Ten Ques. –Encyclopaedia
	30th	Current Awareness Service	29th	Ten Ques. – Encyclopaedia
	31st	Do	30th	Ten Ques. – Encyclopaedia
13th	32nd	Do	31st	Ten Ques. –Dictionary
	33rd	Selective Dissemination of Inform	32nd	Ten Ques. –Dictionary
	34th	Do		---
14th	35th	Do	33th	Ten Ques. – Bibliographic Source
	36th	Competencies	34th	Ten Ques. – Bibliographic Source

	37th	Skills of Ref. Librarian	35th	Ten Ques. – Bibliographic Source
15th	38th	Do	36th	Ten Ques. –Geographical Source
	39th	Info. Sources and Services	37th	Ten Ques. –Geographical Source
	40th	Revision of Whole Syllabus	38th	Ten Ques. –Geographical Source
16th	41st	Do	39th	Ten Ques. -CAS
	42nd	Do	40th	Ten Ques. -CAS
	43rd	Do	41st	Ten Ques. -CAS
17th	44th	Do	42nd	CAS-list
	45th	Do	43rd	SDI –list
	46th	Do	44th	Prep.of Abstract
18th	47th	Do	45th	Prep. Of Index
	48th	Do	46th	Revision of whole syllabus
	49th	Do		Do

Note : If we have to take class on sessional day, then I will follow the above said lesson plan otherwise the lesson plan on sessional day shift to the next day.

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BPS Mahila Polytchnic, K

Lesson Plan

Name of the Faculty : Ms.Rajni
Discipline : LIS
Semester : 2nd
Subject : Professional English
Lesson Plan Duration : 15 weeks
Work Load per week : Th (02) Pr (02)

Week	Theory		Practical
	Lecture Day	Topic	Practical Day
1st	1st	Meaning and importance of communication, Process and uses	1st
	2nd	Correspondence: enquiry letters, placing orders, complaint letters	2nd
2nd	3rd	Report writing: Formal and informal	3rd
	4th	Memos Writing Circular and official notes and practice	4th
3rd	5th	Meaning and importance of office correspondence incoming correspondence Procedures	5th
	6th	Presentation skills: How to prepare and deliver a good presentation	6th
4th	7th	Telephone etiquettes	7th
	8th	General Govt. letters	8th
5th	9th	practice of writing Memos circular and various letters	9th
	10th	1st internal test	10th
6th	11th	Communication: various means of communication uses merits and limitations	11th
	12th	selection of means of communication	12th
7th	13th	Notices, Press releases	13th
	14th	Agenda and minutes of meetings	14th
8th	15th	Corrigendum writing	15th
	16th	Outgoing correspondence Procedures	16th

Week	Theory		Practical
	Lecture Day	Topic	Practical Day
9th	17th	Tips for developing of employable skills	17th
	18th	Resume writing, resume distinguished from biodata and curriculum vitae	18th
10th	19th	Demi official letters	19th
	20th	2nd Internal test	20th
11th	21st	Communication through internet	21st
	22nd	Uses of Internet and E-mails	22nd
12th	23rd	Ordinary post, registered post, Registered parcel, Speed post, Air mail and E-mail etc.	23rd
	24th	Persuasive Presentations using multimedia aids	24th
13th	25th	Office Memorandum, Circulars, Notifications, Office orders, press release	25th
	26th	Resume writing Practice	26th
14th	27th	various letter writing practice	27th
	28th	Revision and Remedial classes	28th
15th	29th	Revision and Remedial classes	29th
	30th	3rd Sessional	30th

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Topic
Oral Communication Practice of Situational Conversation
Drafting of enquiry letters, placing orders and complaints letters of various types
Report Writing practice for various events and incidents
Drafting of various memos and circulars for practice
writing different types of official and business correspondence letters
Seminar Topics for presentations
Situational telephonic conversation practice
drafting Govt.official letters
1st internal test
Oral Communication Practice of Situational Conversation
Oral Communication Practice of Situational Conversation
Drafting Various Notices
Drafting Agenda and minutes and Meetings
Corrigendum Writing Practice
Corrigendum Writing Practice

Topic
Prepaing Resume
Prepaing Resume
drafting Govt.official letters
2nd Internal test
Circular Writing Practice
Writng E-mails Practice
Writing E-Mails Practice
presentations practice
Circular and memo Writing Practice
Resume writing Practice
Resume writing Practice
Drafting differenr letters
Drafting differenr letters
3rd Sessional