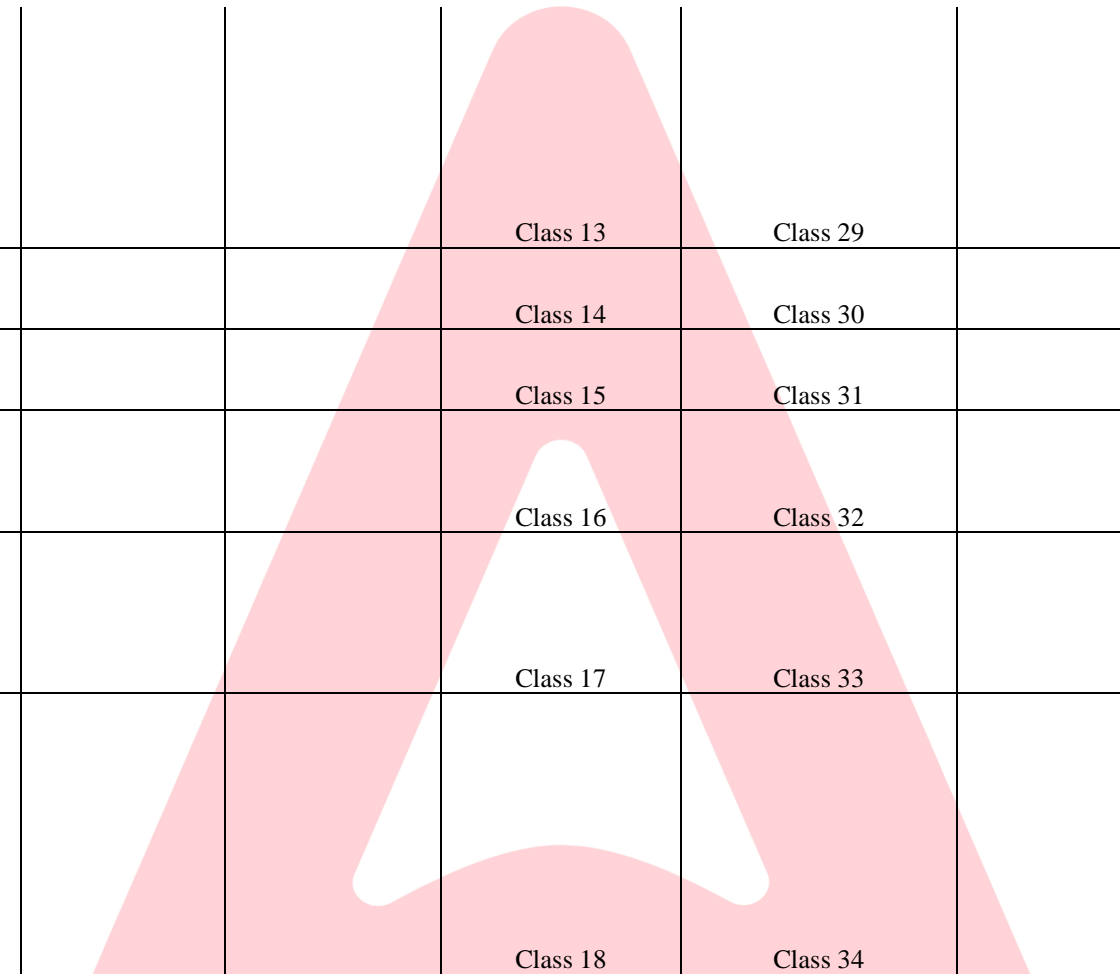


# EMRS LIBRARIAN STUDY PLAN

Date	Day	Himani Malik Teaching Aptitude 11AM-12PM	Neeraj Sir Computer 12PM-1PM	Rajat Sir Reasoning 1PM-2PM	Jivesh Sir GK 2PM-3PM	Navneet Sir General Hindi 3PM- 4PM	General English Nidhi Ma'am 5PM - 6PM	Jawed Sir Librarian 6PM-7PM
10-Jul	Mon	Class - 1	Fundamentals of Computer System	DICE		Class 1	Verb	
11-Jul	Tue	Class - 2	Fundamentals of Computer System	CUBE		Class 2	Tenses	
12-Jul	Wed	Class - 3	Fundamentals of Computer System	Venn Diagrams		Class 3	Tenses	
13-Jul	Thu	Class - 4	Operating system	CODING DECODING		Class 4	Tenses	
14-Jul	Fri	Class - 5	operating system	NUMBER SERIES		Class 5	Voice	
17-Jul	Mon	Class - 6	Internet	LETTER SERIES		Class 6	Voice	
18-Jul	Tue	Class - 7	Internet	Direction Test,		Class 7	Voice	
19-Jul	Wed	Class - 8	Ms office	BLOOD RELATION		Class 8	Subject Verb Agreement	

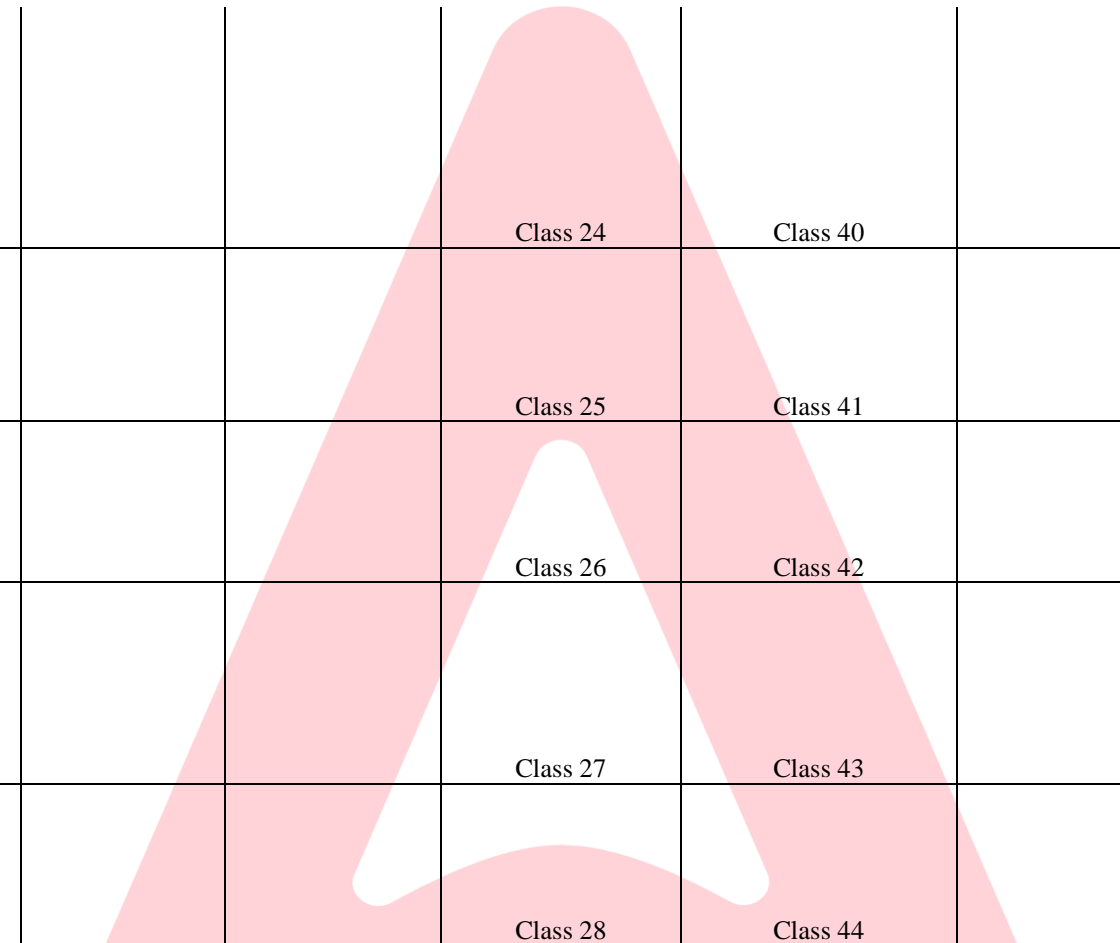
20-Jul	Thu	Class - 9	Ms office	CODING INEQUALITY		Class 9	Subject Verb Agreement	
21-Jul	Fri	Class - 10	Networking			Class 10	Articles	
24-Jul	Mon	Class - 11	Networking			Class 11	Comprehension	
25-Jul	Tue	Class - 12	System Security			Class 12	Comprehension	
26-Jul	Wed		System Security			Class 13	Comprehension	
27-Jul	Thu					Class 14	Fill in the blanks	
28-Jul	Fri					Class 15	Adverb	
31-Jul	Mon					Class 16		
1-Aug	Tue				Class 1	Class 17		
2-Aug	Wed				Class 2	Class 18		
3-Aug	Thu				Class 3	Class 19		
4-Aug	Fri				Class 4	Class 20		
7-Aug	Mon				Class 5	Class 21		
8-Aug	Tue				Class 6	Class 22		
9-Aug	Wed				Class 7	Class 23		
10-Aug	Thu				Class 8	Class 24		
11-Aug	Fri				Class 9	Class 25		
14-Aug	Mon				Class 10	Class 26		
16-Aug	Wed				Class 12	Class 28		



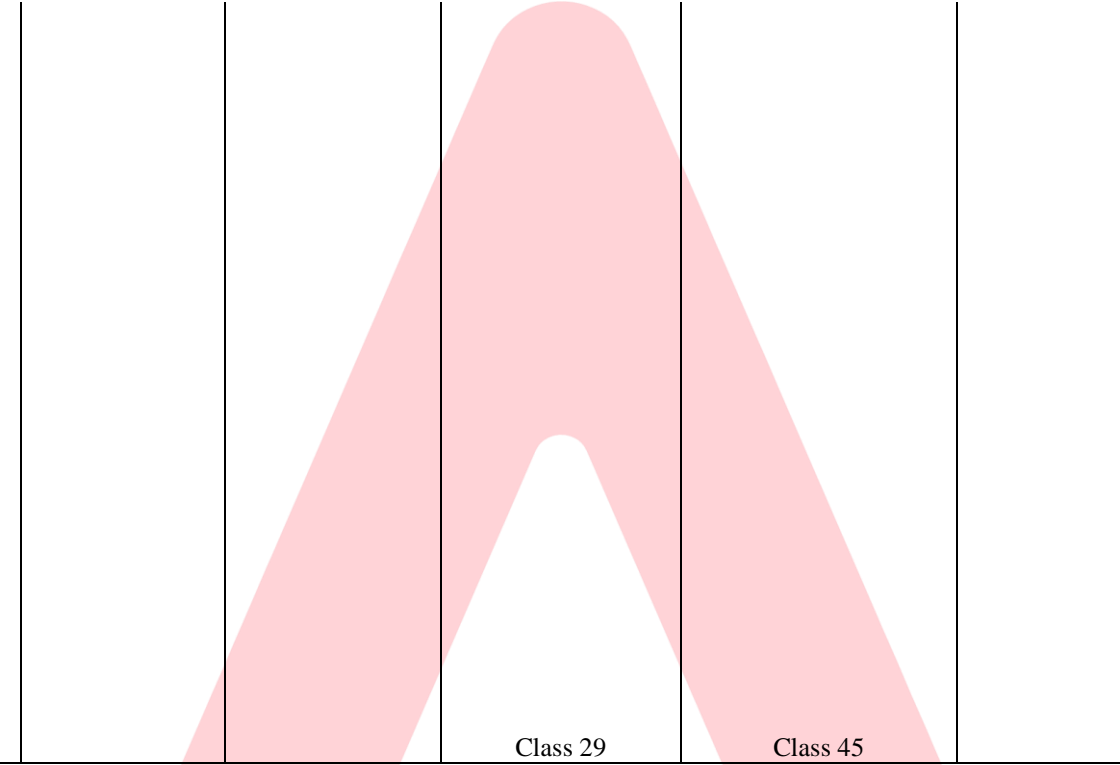
17-Aug	Thu				Class 13	Class 29		Library and Society: Laws of Library Science
18-Aug	Fri				Class 14	Class 30		Types of Libraries
21-Aug	Mon				Class 15	Class 31		Types of Libraries
22-Aug	Tue				Class 16	Class 32		Library Associations
23-Aug	Wed				Class 17	Class 33		Systems and Programmes
24-Aug	Thu				Class 18	Class 34		Library Movement and Library Legislation in India

25-Aug	Fri				Class 19	Class 35		Organizations and Institutions involved in the development of Library and Information Services-UNESCO, IFLA, FID, INIS, NISSAT -8
--------	-----	--	--	--	----------	----------	--	--

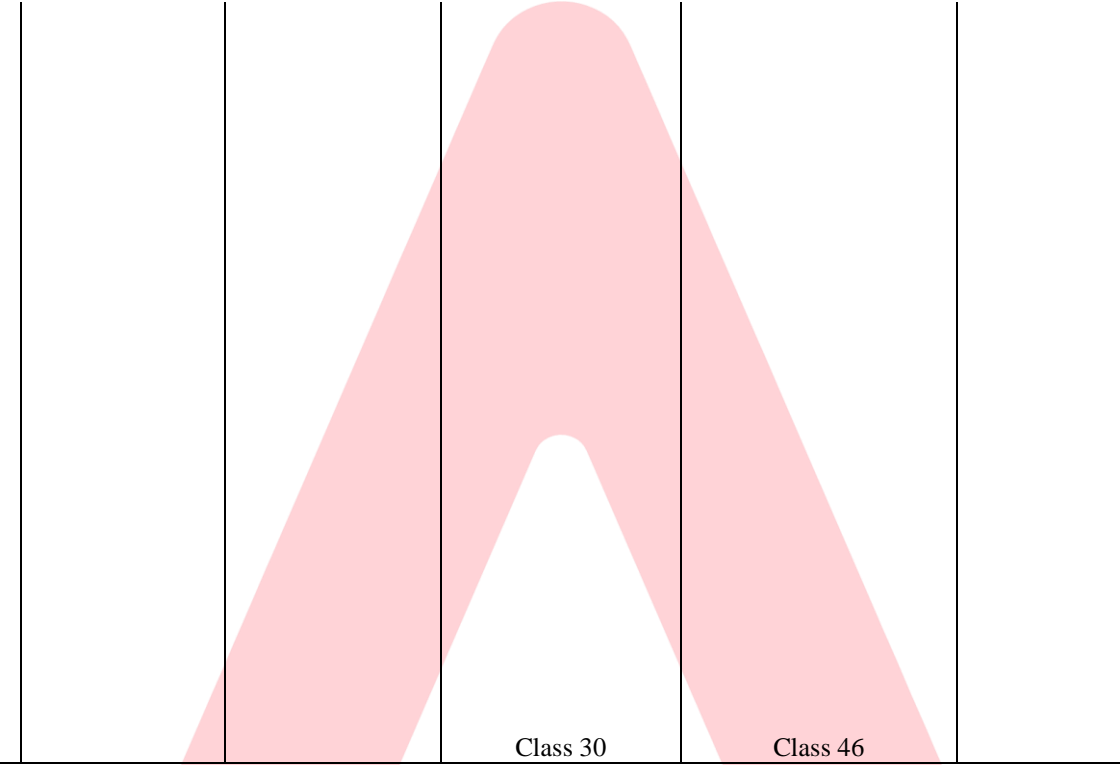
28-Aug	Mon				Class 20	Class 36		Class Library Management-Collection development – Types of Documents and Selection Principles
29-Aug	Tue				Class 21	Class 37		Acquisition Procedure
30-Aug	Wed				Class 22	Class 38		Acquisition of Journals and Periodicals
31-Aug	Thu				Class 23	Class 39		Preparation of Documents for use



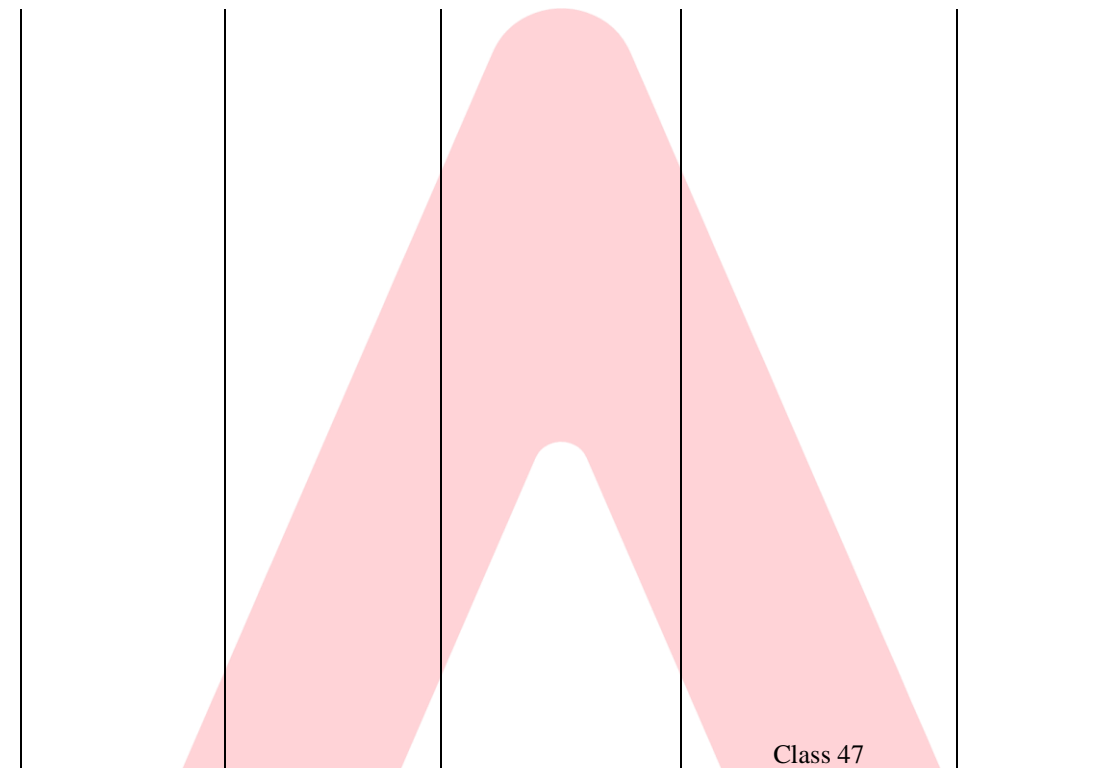
1-Sep	Fri				Class 24	Class 40		Library Personnel and Library Committee
4-Sep	Mon				Class 25	Class 41		Library Rules and Regulations
5-Sep	Tue				Class 26	Class 42		Library Finance and Budget
6-Sep	Wed				Class 27	Class 43		Principles of Library Management
7-Sep	Thu				Class 28	Class 44		Library Organisation and Structure



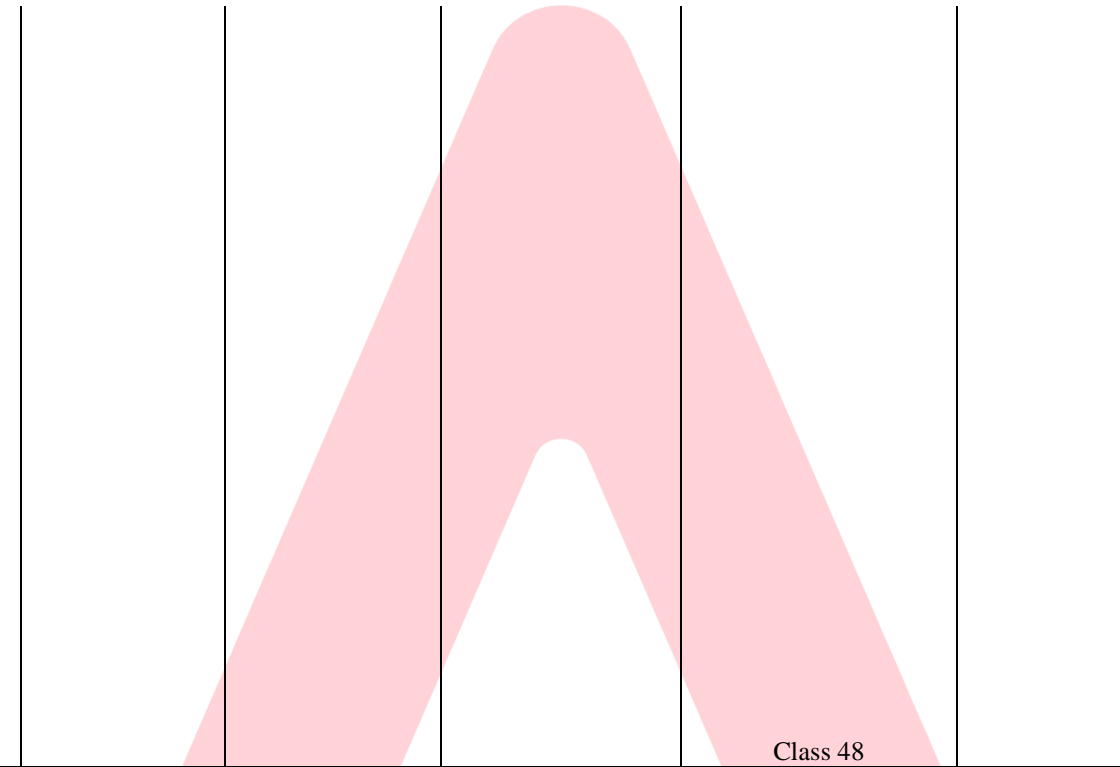
8-Sep	Fri				Class 29	Class 45		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
-------	-----	--	--	--	----------	----------	--	--



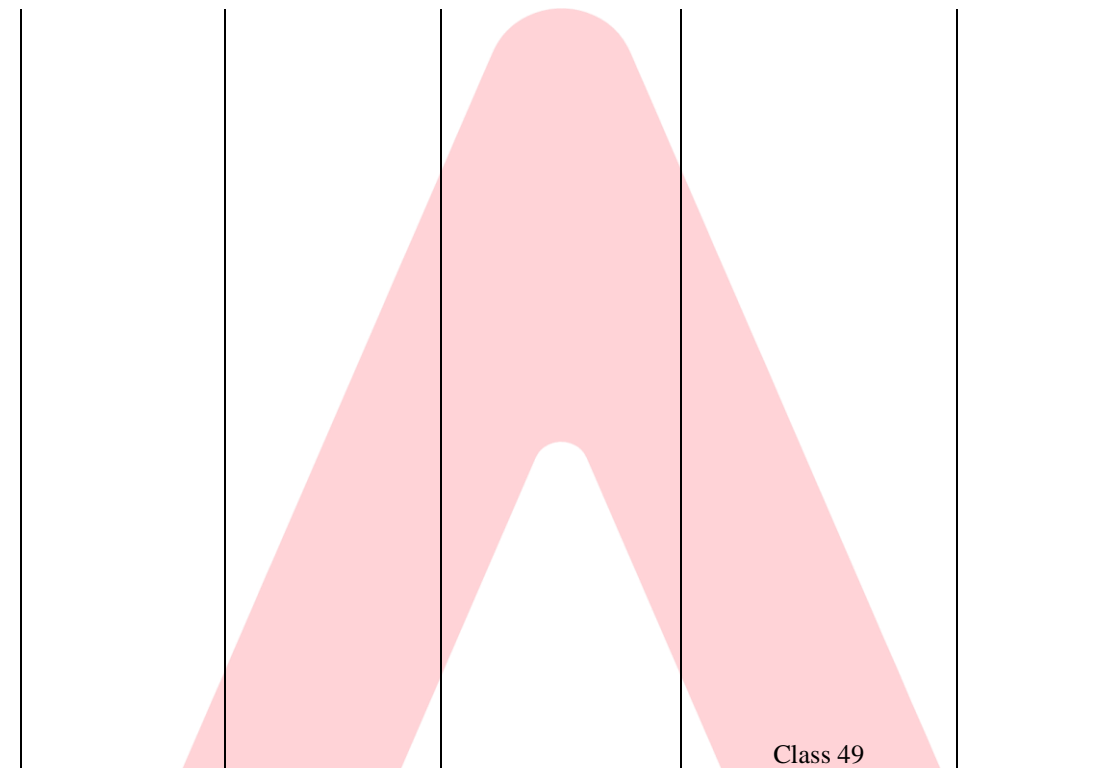
11-Sep	Mon				Class 30	Class 46		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	----------	----------	--	--



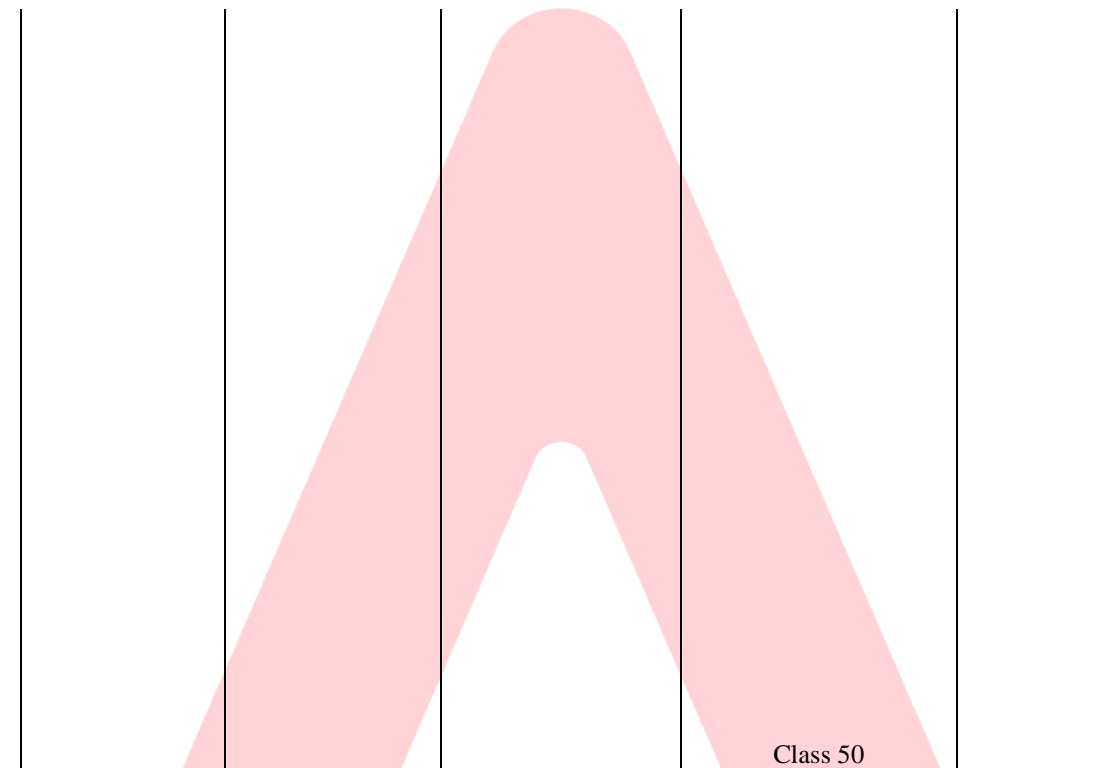
12-Sep	Tue					Class 47		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--	--



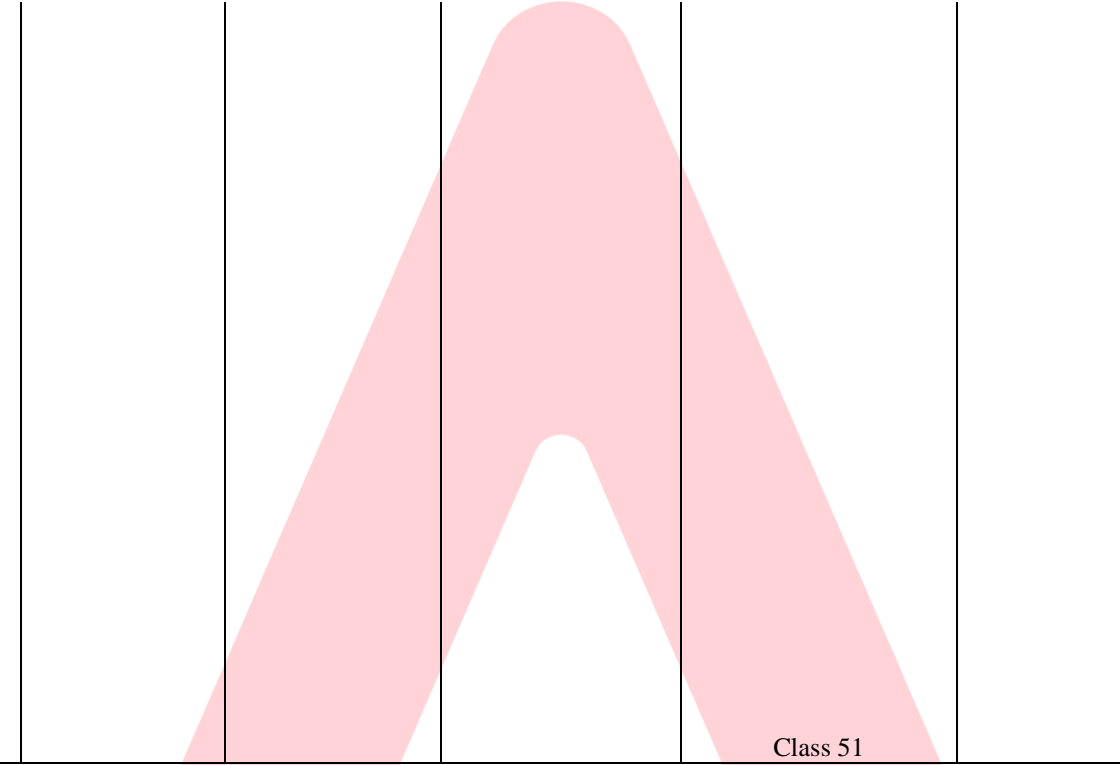
13-Sep	Wed					Class 48	Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--



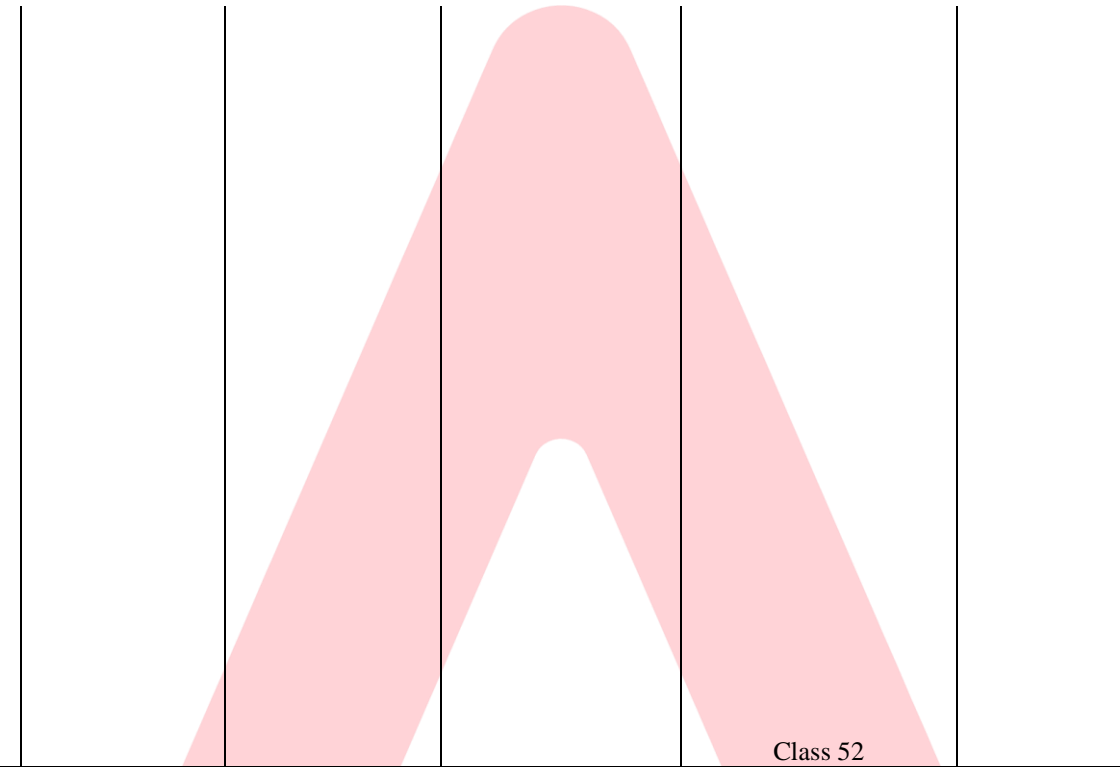
14-Sep	Thu					Class 49	Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--



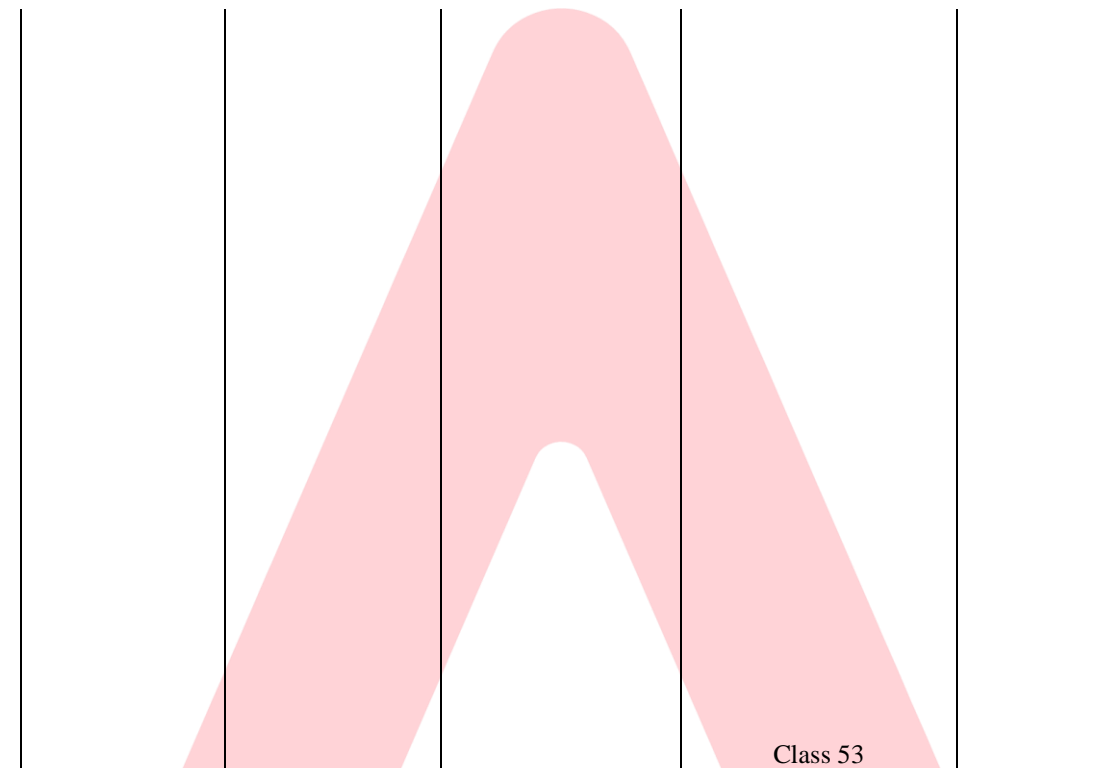
15-Sep	Fri					Class 50	Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--



18-Sep	Mon					Class 51		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--	--

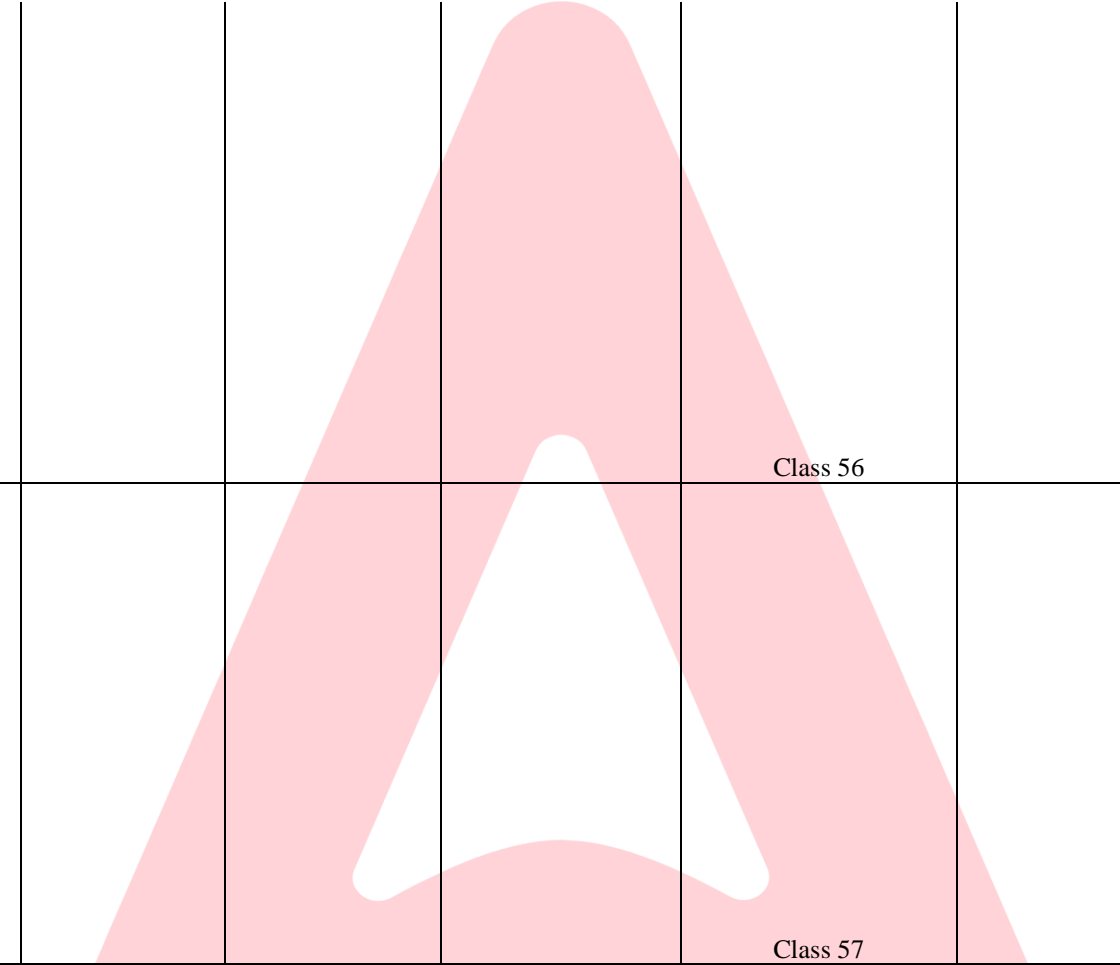


19-Sep	Tue					Class 52	Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--



20-Sep	Wed					Class 53		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc
--------	-----	--	--	--	--	----------	--	--

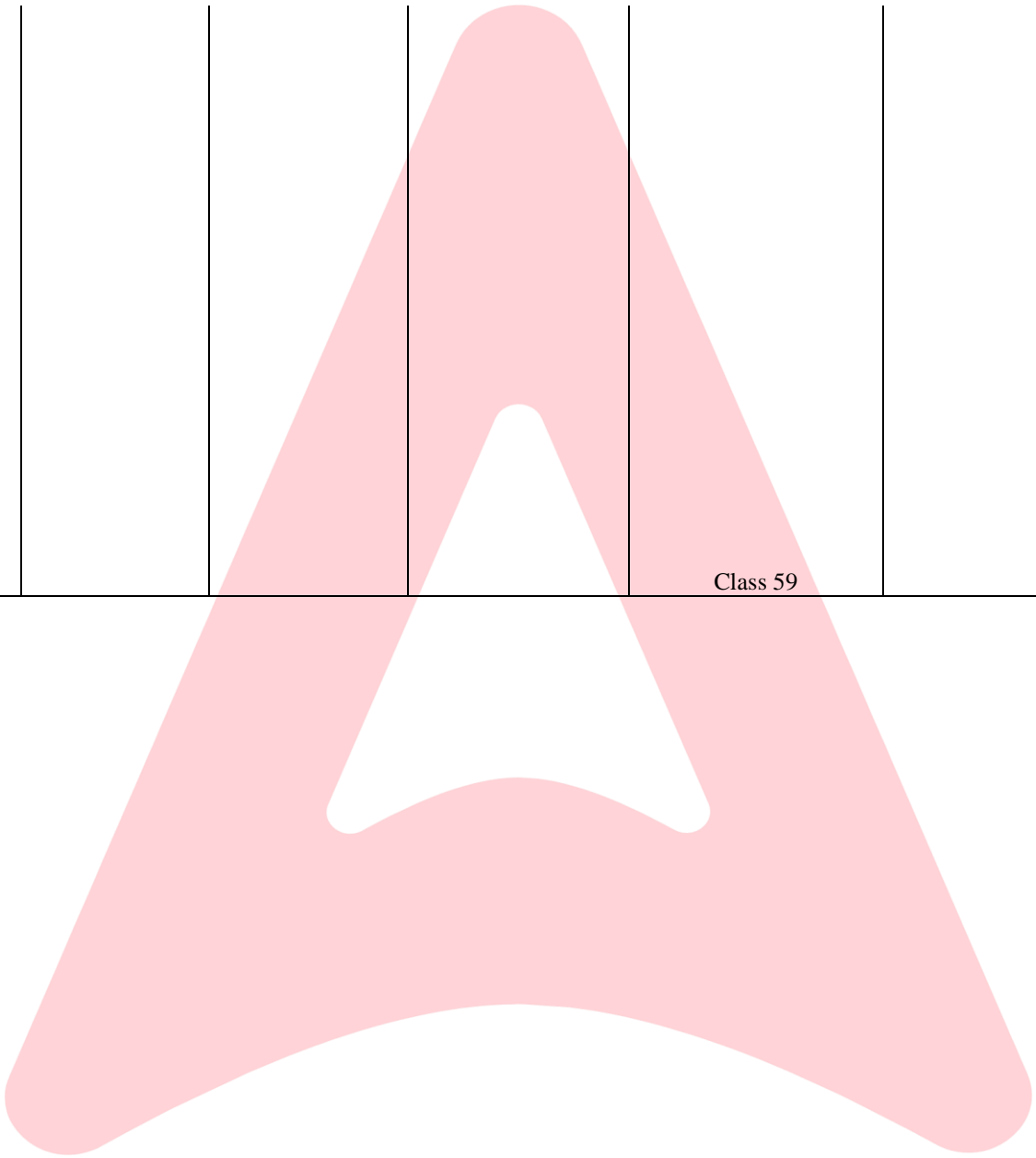
21-Sep	Thu				Class 54		Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc	
22-Sep	Fri				Class 55		Library Classification Theory and Practice- Library Classification Schemes – DDC, CC, UDC	



25-Sep	Mon					Class 56		Library Classification Theory and Practice- Library Classification Schemes – DDC, CC, UDC
26-Sep	Tue					Class 57		Library Classification Theory and Practice- Library Classification Schemes – DDC, CC, UDC

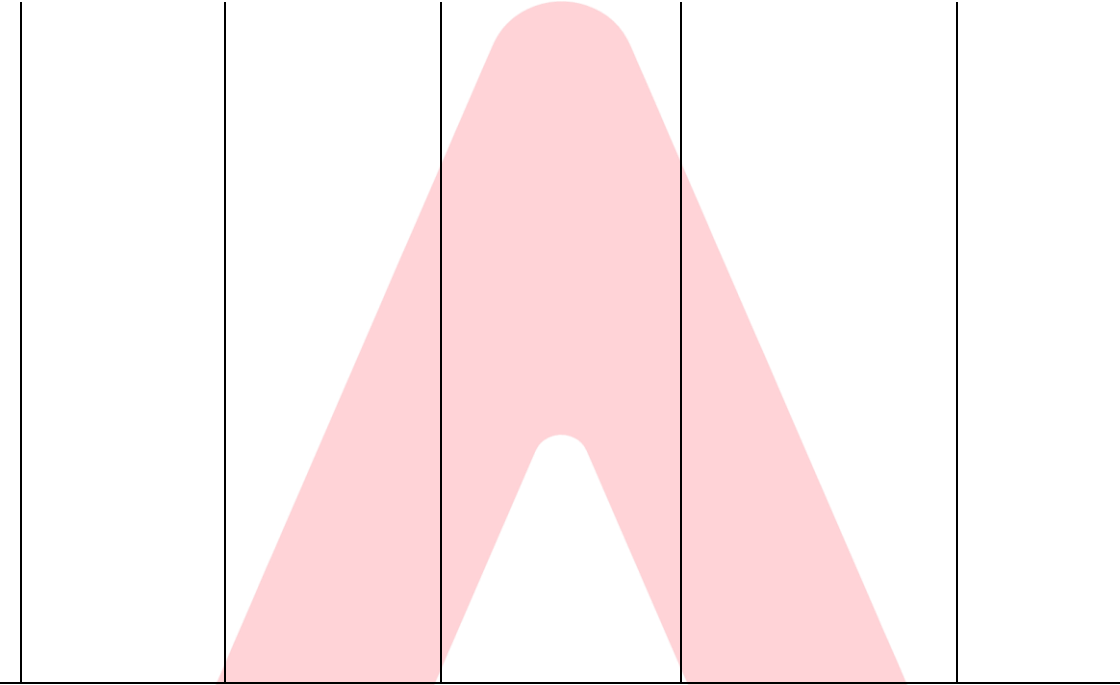
27-Sep	Wed					Class 58	Unit-Library Cataloguing Theory and Practice:Canons and Principles Library Cataloguing Codes – CCC and AACR
--------	-----	--	--	--	--	----------	--

28-Sep	Thu					Class 59		Unit-Library Cataloguing Theory and Practice:Canons and Principles Library Cataloguing Codes – CCC and AACR
--------	-----	--	--	--	--	----------	--	--

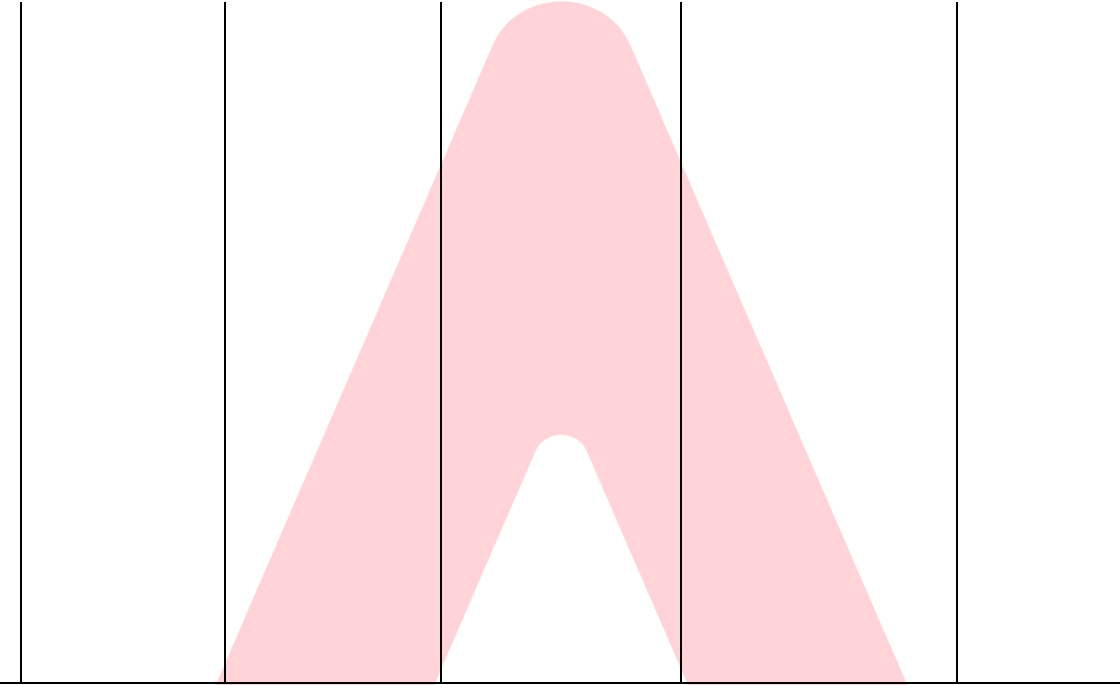


29-Sep	Fri					Class 60	Unit-Library Cataloguing Theory and Practice:Canons and Principles Library Cataloguing Codes – CCC and AACR
--------	-----	--	--	--	--	----------	--

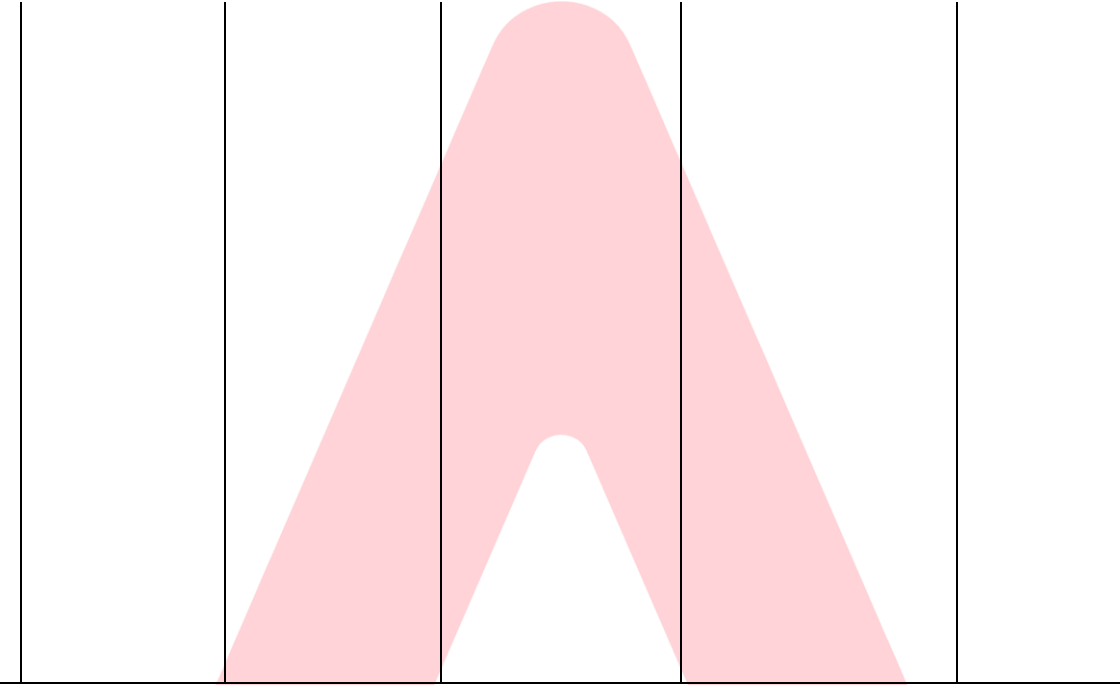
3-Oct	Tue							Unit-Library Cataloguing Theory and Practice:Canons and Principles Library Cataloguing Codes – CCC and AACR
4-Oct	Wed							Types of Bibliography Reference Sources- Dictionaries, Encyclopedias Ready Reference Sources, etc



5-Oct	Thu							Sources of Information – Primary, Secondary, Tertiary, Documentary Non-Documentary; EDocuments E-Books, E-Journals
-------	-----	--	--	--	--	--	--	---

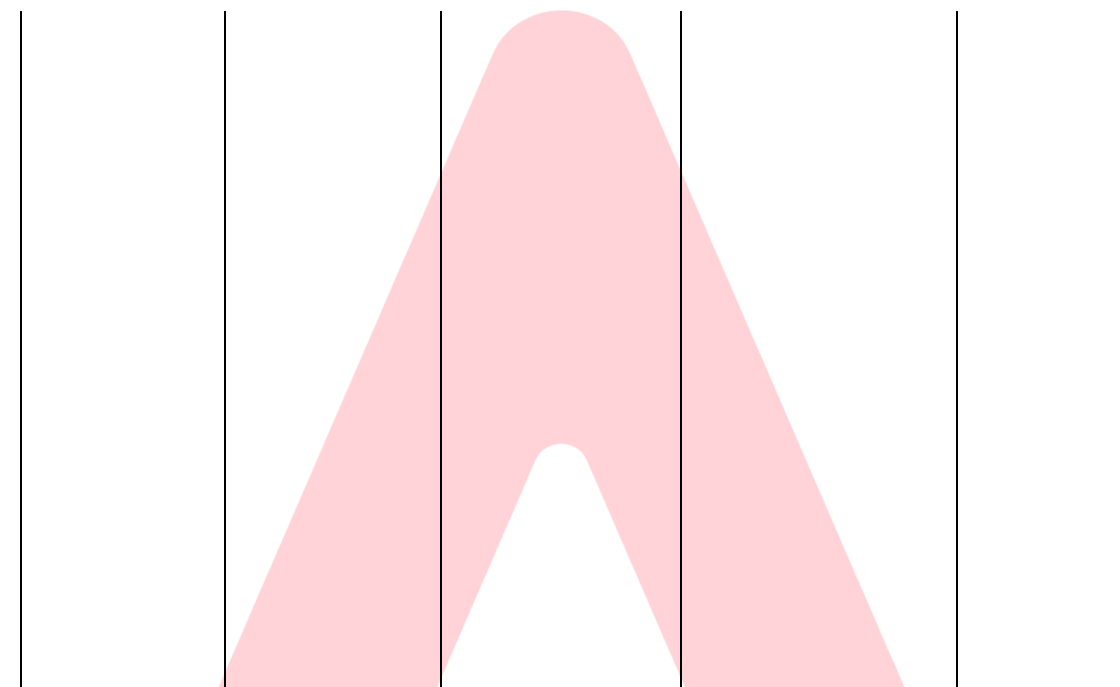


6-Oct	Fri							Sources of Information – Primary, Secondary, Tertiary, Documentary Non-Documentary; EDocuments E-Books, E-Journals
-------	-----	--	--	--	--	--	--	---



9-Oct	Mon							Sources of Information – Primary, Secondary, Tertiary, Documentary Non-Documentary; EDocuments E-Books, E-Journals
-------	-----	--	--	--	--	--	--	---

10-Oct	Tue							Sources of Information – Primary, Secondary, Tertiary, Documentary Non-Documentary; EDocuments E-Books, E-Journals
--------	-----	--	--	--	--	--	--	---



11-Oct	Wed							Sources of Information – Primary, Secondary, Tertiary, Documentary Non-Documentary; EDocuments E-Books, E-Journals
--------	-----	--	--	--	--	--	--	---



17-Oct	Tue							Nature and organization of Information Services
18-Oct	Wed							Abstracting and Indexing Services
19-Oct	Thu							i Computer-based Information Services – CAS, SDI
20-Oct	Fri							Revision Class
23-Oct	Mon							Revision Class
24-Oct	Tue							Revision Class
25-Oct	Wed							Revision Class
26-Oct	Thu							Revision Class

27-Oct	Fri							Revision Class
30-Oct	Mon							Revision Class
31-Oct	Tue							Revision Class
1-Nov	Wed							Revision Class
2-Nov	Thu							Revision Class

