



**INTERNAL QUALITY ASSURANCE CELL
KALINDI COLLEGE**

(University of Delhi)

East Patel Nagar, Delhi-110008

NAAC Accredited with Grade 'A'

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NAAC sponsored Seven-Day National Workshop on

“Skill Enhancement at Institutions of Higher Learning: Training Today for Tomorrow”

From 07th January to 13th January 2019.

TRAINING WORKSHOP FOR LIBRARY STAFF

KOHA - THE OPEN SOURCE SOFTWARE

Venue: Teachers’ Cyber Centre, Kalindi College

Day – 1		:	January 07, 2019	
Inauguration:				09.30 a.m.
Welcome Address: Dr. Anula Maurya, Principal, Kalindi College				
Presentation of Concept Note: Dr. Ruchi Tyagi, Coordinator, IQAC				
Address by Chairperson: Mr. Deepak Marwah, Chairman, Governing Body				
Inaugural Address: Prof. A.K. Bakshi, Founder Vice-Chancellor, PDM University, Bahadurgarh, Haryana				
Theme: e-Learning and MOOCs in Higher Education				
Vote of Thanks: Dr. Rakhee Chauhan, Member, IQAC Core Committee				
Tea Break				
Working Session	Resource Person	Department/Institution	Sub-Theme	
11.30 – 1.30	Mr. Harvinder Singh	IT Head, Guru Nanak College of Education, New Delhi	Koha installation by Live DVD	
Lunch Break				
2.00 – 3.30	Mr. Madhavender Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	Koha installation by Participants	
Tea Break				
3.45 – 5.00	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	Koha web installer	

Day – 2		:	January 08, 2019	
Working Session	Resource Person	Department/Institution	Sub-Theme	
9.30-11.00	Mr. Harvinder Singh	IT Head, Guru Nanak College of Education, New Delhi	Customization <ul style="list-style-type: none"> • Create Members Category • Membership • Permission for member (Staff) • Create Items • Create Framework 	
Tea Break				
11.30 – 1.30	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	Cataloguing <ul style="list-style-type: none"> • Signal Book • Edit Record • Change Item Type • Add on Accession 	
Lunch Break				

2.00 – 3.30	Mr. Madhavender Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	<ul style="list-style-type: none"> • Multi Volume Book • E-Book • By Z39.50
Tea Break			
3.45 – 5.00	Mr. Madhavender Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	Barcoding <ul style="list-style-type: none"> • Barcode only • Barcode with Biblio • Spin Label

Day – 3 : January 09, 2019			
Working Session	Resource Person	Department/Institution	Sub-Theme
9.30-11.00	Mr. Harvinder Singh	IT Head, Guru Nanak College of Education, New Delhi	Circulation <ul style="list-style-type: none"> • Set Postfix Server • Set Mail Language
Tea Break			
11.30 – 1.30	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	<ul style="list-style-type: none"> • Set Library Rule • Set Global • Set Calendar • Issue and Return • Fine and other Charges
Lunch Break			
2.00 – 3.30	Mr. Madhavender Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	<ul style="list-style-type: none"> • Copy from web and Desktop • Self-Create • Use Condition in Report
Tea Break			
3.45 – 5.00	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	Customise Catalogue Framework <ul style="list-style-type: none"> • Ignore Extra Field • Move Field • Field Rename • Field Mandatory and Optional • Export Framework • Import Framework

Day – 4 : January 10, 2019			
Working Session	Resource Person	Department/Institution	Sub-Theme
9.30-11.00	Mr. Madhavender Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	Serial control
Tea Break			
11.30 – 1.30	Mr. Harvinder Singh	IT Head, Guru Nanak College of Education, New Delhi	OPAC <ul style="list-style-type: none"> • Header • Footer • NAV
Lunch Break			
2.00 – 3.30	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	OPAC <ul style="list-style-type: none"> • NEWS • Change Koha Images • Others
Tea Break			
3.45 – 5.00	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	Set Server IP User Interface (OPAC)

			<ul style="list-style-type: none"> • How to use OPAC • How to check user account • Others
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Day – 5		:	January 11, 2019
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Working Session	Resource Person	Department/Institution	Sub-Theme
9.30-11.00	Mr. Gaurav Parashar & Mr. Harvinder Singh	HD – MCA, INMANTEC, Ghaziabad; IT Head, Guru Nanak College of Education, New Delhi	Backup <ul style="list-style-type: none"> • Manual Backup Create • Backup in Dropbox (In Mobile)
Tea Break			
11.30 – 1.30	Mr. Gaurav Parashar	HD – MCA, INMANTEC, Ghaziabad	Backup in Google Drive
Lunch Break			
2.00 – 3.30	Mr. Gaurav Parashar & Mr. Praveen Kumar	HD – MCA, INMANTEC, Ghaziabad; Librarian, Guru Nanak College of Education, New Delhi	Virtual Box <ul style="list-style-type: none"> • How to Install Virtual Box • How to Set Virtual Box • How to Install KOHA in Virtual Box • And others Setting
Tea Break			
3.45 – 5.00	Mr. Gaurav Parashar & Mr. Madhavendra Abhinandan	HD – MCA, INMANTEC, Ghaziabad; Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	Virtual Box <ul style="list-style-type: none"> • How to Create Account • How to Set • How to Use

Day – 6		:	January 12, 2019
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Working Session	Resource Person	Department/Institution	Sub-Theme
9.30-11.00	Mr. Madhavendra Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	Acquisition <ul style="list-style-type: none"> • Set and activate currency • Define Budget and Add fund • Give your suggestion through OPAC
Tea Break			
11.30 – 1.30	Mr. Madhavendra Abhinandan	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat	<ul style="list-style-type: none"> • Add Vendor • Add a Basket • Receive the shipment from vendor • Start receiving item one by one
Lunch Break			
2.00 – 3.30	Mr. Madhavendra Abhinandan & Mr. Praveen Kumar	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat; Librarian, Guru Nanak College of Education, New Delhi	Stock Verification
Tea Break			
3.45 – 5.00	Mr. Praveen Kumar & Mr. Harvinder Singh	Librarian, Guru Nanak College of Education, New Delhi; IT Head, Guru Nanak College of Education, New Delhi	Backup Replace <ul style="list-style-type: none"> • Backup Replace Same Version • Backup Replace New Version • Back Replace Old Version

Day – 7		:	January 13, 2019
Working Session	Resource Person	Department/Institution	Sub-Theme
9.30-11.00	Mr. Praveen Kumar & Mr. Harvinder Singh	Librarian, Guru Nanak College of Education, New Delhi; IT Head, Guru Nanak College of Education, New Delhi	How to create Live DVD Your Running Server
Tea Break			
11.30 – 1.30	Mr. Madhavendra Abhinandan & Mr. Harvinder Singh	Librarian, Information Resource Centre, GNIHE-CAMPUS, Guru Nanak Institute of Higher Education, Sonipat; IT Head, Guru Nanak College of Education, New Delhi	Password Change <ul style="list-style-type: none"> • Koha Admin • Mysql Server • Root Server
Lunch Break			
2.00 – 3.30	Mr. Praveen Kumar	Librarian, Guru Nanak College of Education, New Delhi	<ul style="list-style-type: none"> • Discussion on Koha Bugs • How to secure your Koha server • Open Discussion • Feedback
3.30 p.m. Distribution of Certificates			

