

*Report  
of  
One Day Workshop  
on  
Koha Library management software  
for  
Technical Skill Development*

*Organized by  
Central Library*

*On  
7<sup>th</sup> April, 2017*

*Chandraketugarh Sahidullah Smriti Mahavidyalaya,  
Debalaya, Berachampa*

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# 1. Introduction

For the purpose of skill development of the library staff of Central Library and the teacher-in-charge of the Departmental Library, a one day workshop was arranged by the central library.

The workshop was arranged mainly for learning the use of Koha Library Management Software for better library services. The teachers who are in charge of Departmental library are also participated in this workshop to get some idea how to use the department library and give books to the students systematically. As we have converted the manual circulation process of books into an automated one through Koha Library Management Software and Barcode technology in near future we wish to introduce this automated service in the department libraries also. So the library staff as well as teacher-in-charge of the department library will also be able to know the new trend of services through this workshop.

In this report the schedule and topic of workshop, participants' details, summary of the workshop, analysis of the feedback form of the participants, financial estimation for the workshop and the photographic documentation is depicted.

This workshop is for the skill development of the staff for handling the library services and routine works efficiently and effectively and also cope up with the modern technologies for better services to the users.

## 2. SCHEDULE OF WORKSHOP

### KOHA LIBRARY MANAGEMENT SOFTWARE FOR TECHNICAL SKILL DEVELOPMENT

Date : 07.04.17

Time		Particulars
12.00 noon	:	Inauguration
12.10 p.m.	:	Felicitation
12.15p.m.	:	Welcome Speech by the Hon'ble Principal Dr. Saroj Kumar Chattopadhyay
12.30 p.m.	:	Speech by Mr. Soumen Mondal, Librarian, PCM Mahavidyalaya
		• Basic activities of a Library
		• Bibliographic Details of a book
		• Accessioning Process
		• Cataloguing
		• Use of e- resources for study and research
2.00 p.m. to 2.30 p.m.		Lunch Break
2.30 p.m.	:	Speech by Mr. Soumen Mondal, Librarian, PCM Mahavidyalaya
		• KOHA Modules
		• Membership Process
		• Circulation Process
		• Report
4.00 p.m.	:	Interaction with the participants
4.30 p.m	:	Vote of Thanks by Paramita Sen, Librarian, CSSM

### 3. Participants

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Department</i>
1.	<i>Dr. Saroj Kumar Chattopadhyay</i>	<i>Principal</i>	-
2.	<i>Soumen Mondal</i>	<i>Resource person</i>	-
3.	<i>Paramita Sen</i>	<i>Librarian</i>	<i>Library</i>
4.	<i>Prof. Rupa Chakraborty</i>	<i>Associate Professor</i>	<i>History</i>
5.	<i>Dr. Uttam Kr. Dalal</i>	<i>CWTT</i>	<i>Political Science</i>
6.	<i>Arobindo Shit</i>	<i>Assistant Professor</i>	<i>History</i>
7.	<i>Akikul Islam</i>	<i>CWTT</i>	<i>Bengali</i>
8.	<i>Soma Dey</i>	<i>PTT</i>	<i>Bengali</i>
9.	<i>Sabana Azmi</i>	<i>PTT</i>	<i>Bengali</i>
10.	<i>Sabnam Basu</i>	<i>PTT</i>	<i>Sociology</i>
11.	<i>Sarbani Mukherjee</i>	<i>Associate Professor</i>	<i>Philosophy</i>
12.	<i>Payel Ghosh</i>	<i>Guest Lecturer</i>	<i>Economics</i>
13.	<i>Nita Karmakar</i>	<i>PTT</i>	<i>Sociology</i>
14.	<i>Nirup Maity</i>	<i>Guest Lecturer</i>	<i>Sanskrit</i>
15.	<i>Md. Rafikul Islam</i>	<i>Guest Lecturer</i>	<i>Education</i>
16.	<i>Md. Torikul Islam</i>	<i>CWTT</i>	<i>Political Science</i>
17.	<i>Sourav Chatterjee</i>	<i>Library Clerk</i>	<i>Library</i>
18.	<i>Sagarmoy Chakraborty</i>	<i>Library Assistant</i>	<i>Library</i>
19.	<i>Gaffar Ali Mondal</i>	<i>Library Peon</i>	<i>Library</i>
20.	<i>Sakina Bibi</i>	<i>Casual staff</i>	<i>Library</i>

## 4. Summary of the workshop

The workshop was inaugurated by our honourable Principal Dr. Saroj Kumar Chattopadhyay. Soumen Mondal, Librarian of Prasanta Chandra Mahalanobis Mahavidyalaya was the Resource person of our workshop. He delivered information enriched lecture on the Basic activities of a library briefly through which the library staff can get an overall picture of the activities at a glance, bibliographic details of a book, the Accessioning Process of a document, Cataloguing of the books and Use of e- resources for study and research.

After the lunch break the second session was started with different modules of Koha library management software. Beside the schedule topics of the workshop he also gave the details of the names and the websites of the open access and closed access journals for the teachers present there which is very useful for further study and research.

At last the technical session was concluded by the interaction of the resource person with the participants and queries which was answered by him. The teachers also enriched themselves as well as others in the workshop by the relevant queries in the interaction session of the program.

All the staff and the Teacher-in-charge of the Department library were present and make the workshop successful with their active participation. The workshop was successfully ended with the vote of thanks by the Librarian. There was a feedback form for the participants to evaluate the fruitfulness of the workshop from their viewpoint. They filled it and it is shown in the feedback analysis section of this report.

## 5.Feedback Analysis

Out of 20 participant 16 participant gave there feed back through predefined close-ended questionnaire. The analysis of the feedback is given below.

Sl no.	Details	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Responded
1.	The workshop is relevant to library services	10	6	0	0	0	0
2.	The program was well paced within the allotted time	3	6	7	0	0	0
3.	The material was presented in an organized manner	6	6	2	0	0	2
4.	The Resource Person was a good communicator	10	4	2	0	0	0
5.	The Resource Person was knowledgeable on this topic	11	5	0	0	0	0
6.	The session was clearly presented	4	7	5	0	0	0
7.	The schedule is compact and useful	5	8	3	0	0	0
8.	Overall arrangement	5	6	5	0	0	0

From the above table we can analyze that 10 participants out of 16 strongly agree with the relevancy of workshop to library service. About the utilization of allotted time majority of the participants are neutral in their response.

To evaluate the organized presentation of the tutorial 40% of the total participants strongly agreed it. Majority of the participants strongly agreed about the communication power and Knowledge base of the resource person.

Among the total participants, 45% are agreed with the Clarity in presentation and 50% of them agreed with the compactness and Usefulness of the schedule of the workshop. Majority of the participants are pleased with the overall arrangement of the workshop.

## 6. Financial estimation

<i>Sl. No.</i>	<i>Heads of Expenditure</i>	<i>Price</i>
<i>1.</i>	<i>Honorarium of Resource Person</i>	<i>1000</i>
<i>2.</i>	<i>Banner</i>	<i>150</i>
<i>3.</i>	<i>Food</i>	<i>164</i>
<i>4.</i>	<i>Flower</i>	<i>80</i>
<i>Total</i>		<i>1394</i>



## 7. Photo Gallery



