

KOHA
KOHA

AN INTEGRATED LIBRARY MANAGEMENT SOFTWARE

A REPORT

ON

THREE DAYS KOHA TRAINING PROGRAMME

(As a part of Library and Staff Development Programmes)

Organized by

**ST. JOSEPH'S COLLEGE
NORTH POINT
DARJEELING-734104**

Held at:

**CONFERENCE HALL
&
ST. JOSEPH'S COLLEGE LIBRARY
(FR. JOHN WHELAN LIBRARY)**

24-26 August 2023

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**ST. JOSEPH'S COLLEGE
Darjeeling
2023**

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Chief Patron

Fr. Dr. Donatus Kujur, S.J.



Hon'ble Principal
St. Joseph's College
Darjeeling

Resource Person

Dr. Joydeep Chanda



Librarian
Gurudas College
Kolkata

1. INTRODUCTION

For the purpose of library automation and skill development among the library staff of the Central Library (Fr. John Whelan Library) and SFC (Self Finance Courses) Library of St. Joseph's College, an on-site "Three Days Koha Training Programme" (As a part of Library and Staff Development Programmes, with the assistance of Gurudas College, Kolkata-700054) was organized in the college. Besides the programme was essentially a part of cloud based library automation programme through Koha, supported by the Bengal Library Association, Kolkata-700014. It was held during 24-26 August 2023 in the Conference Hall as well as in Central Library of the college.

The workshop was arranged mainly for learning the use of Koha Library Management Software for better library services in the college. All the library staff of the Central Library and SFC (Self Finance Courses) Library of St. Joseph's College participated in this programme to get an exposure how to use the software in library services. As the manual circulation process for books has now been converted into automated system through Koha Software along with the assistance of barcode technology, this training programme was very much essential for all the library management staff. All will therefore be able to cope up with the modern technologies for better library services.

Organizing Secretary

Dr. Debasish Pradhan



Librarian
St. Joseph's College
Darjeeling

2. NAME OF THE ORGANIZING COMMITTEE MEMBERS

S. N.	NAME	DESIGNATION	FUNCTION
01.	Fr. Dr. Donatus Kujur	Hon'ble Principal, SJC.	Chief Patron
02.	Dr. Debasish Pradhan	Librarian, SJC.	Organizing Secretary
03.	Ms. Sharon Gyamtsho	Assistant Professor, Dept. of Commerce, SJC.	Organizing Member
04.	Mr. Bishal Rai	Assistant Professor, Dept. of Economics, SJC.	Organizing Member
05.	Dr. Samir Sharma	Assistant Professor, Dept. of Political Science, SJC.	Organizing Member
06.	Mr. Amrit Gurung	Library assistant, Central Library, SJC.	Organizing Member
07.	Mr. Rajesh Gurung	Library assistant, Central Library, SJC.	Organizing Member
08.	Ms. Melissa K. Assumi	Library assistant, Central Library, SJC.	Organizing Member

3. SCHEDULE OF THE PROGRAMME

DATE: 24.08.2023

In Conference Hall

14: 00	Inauguration of the Programme
14: 05	Welcoming the Resource Person Dr. Joydeep Chanda by Khada
14: 10	Inauguration of web “Library Catalogue” by the Hon’ble Principal Fr. Dr. Donatus Kujur
14: 15	Introduction to the Resource Person Dr. Joydeep Chanda by the Librarian Dr. Debasish Pradhan
14: 20	PPT Presentation of the Resource Person Dr. Joydeep Chanda
15: 00	Conclusion of programme in Conference Hall and Tea break

In Central Library, Programme with Library Staff

15: 10	Practical Session with Koha
16: 30	End of the Session

DATE: 25.08.2023

In Central Library, Programme with Library Staff

09: 00	Practical Session with Koha
10: 30	Tea Break
10: 40	Practical Session with Koha
13: 00	Lunch Break
14: 00	Practical Session with Koha
16: 30	End of the Session

DATE: 26.08.2023

In Central Library, Programme with Library Staff

09: 00	Practical Session with Koha
10: 30	Tea Break
10: 40	Practical Session with Koha
13: 00	Lunch Break and end of the programme

4. NAME OF THE PARTICIPANTS

S. N.	NAME	DESIGNATION	DEPARTMENT/COLLEGE
01.	Fr. Dr. Donatus Kujur	Principal	St. Joseph's College
02.	Dr. Joydeep Chanda	Resource Person and Librarian	Gurudas College, Kolkata.
03.	Dr. Debasish Pradhan	Librarian	St. Joseph's College
04.	Mr. Amrit Gurung	Library assistant, Central Library	St. Joseph's College
05.	Mr. Rajesh Gurung	Library assistant, Central Library	St. Joseph's College
06.	Ms. Melissa Kagali Assumi	Library assistant, Central Library	St. Joseph's College
07.	Mr. Donald Dukpa	Library assistant, SFC Library	St. Joseph's College
08.	Ms. Sharon Gyamtsho	Assistant Professor	St. Joseph's College
09.	Mr. Jayanta Loha	Assistant Professor	St. Joseph's College
10.	Mr. Bishal Rai	Assistant Professor	St. Joseph's College
11.	Dr. Samir Sharma	Assistant Professor	St. Joseph's College
12.	Ms. Emerencia Xalxo	Assistant Professor	St. Joseph's College

5. COURSE COVERAGE

1. Installation of Koha;
2. Installation of associated Softwares for smooth running of Koha;
3. Data conversion from SOUL to Koha;
4. All modules of Koha, and execution of their functions;
5. Customization of modules of Koha;
6. Structuring of database framework according to need of Library;
7. Setting of AACR2 format;
8. Customization of display and print format;
9. Configuration of OPAC;
10. Setting of Indic scripts;
11. Server configuration and setting of Web-OPAC;
12. Setting of parameters for Bar-code and Spine label;
13. Installation of software for maintaining back-up; and
14. Koha documentation.

6. SUMMARY OF THE PROGRAMME

- The workshop was inaugurated on 24.08.2023 at 02:00 pm by Fr. Dr. Donatus Kujur, Hon'ble Principal, St. Joseph's College, Darjeeling;
- Ms. Sharon Gyamtsho, Assistant Professor, Department of Commerce, sequentially conducted the whole programme;
- The Resource Person, Hon'ble Dr. Joydeep Chanda, Librarian, Gurudas College, Kolkata, was then welcome and greeted by the Principal with offering of *Khada*;
- The welcome address was delivered by Mr. Bishal Rai, Assistant Professor, Department of Economics;
- The web based LIBRARY CATALOGUE which is searchable at the home page of the college website www.sjcdarjeeling.edu.in was then formally linked by the Principal on a view of its formal inauguration;
- Dr. Debasish Pradhan, Librarian, then introduced the Resource Person Dr. Chanda before his ppt presentation on Koha software. He delivered information enriched lecture on library services and applicability of Koha software for all these purposes. He covered in detail, all the aspects of the course, in his second ppt. He also enlightened different aspects in modern library services.
- On the same day, next part of the programme was held in Central library, St. Joseph's College. The programme of the Resource Person was exclusively with all the library management staff. He introduced all the modules of Koha in everyone's computer.
- On 25.08.2023, practical classes of the Resource Person were held in the Central Library, with all the library management staff. These practical classes were held on execution of function of all the modules of Koha software, and on the associated aspects of the course.
- On 26.08.2023, the Resource Person, Dr. Chanda had an initiative to check the competence of all the library management staff through a practical examination. Besides, he clarified different queries and customised different issues in the execution of function of Koha software.
- Programme was then concluded therein Central Library on 26.08.2023 at 01: 00 pm with vote of thanks, delivered by Dr. Debasish Pradhan.

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7. EXPENDITURE FOR THE PROGRAMME

S.N.	ITEMS	AMOUNT
1.	Expenditure on Travelling of the Resource Person	5300.00
2.	Lodging Room (3 days) for the Resource Person	4200.00
3.	Fooding for the Resource Person	1520.00
4.	Honorarium for the Resource Person	6000.00

Total : 17020.00

8. PHOTO GALLERY



PHOTO GALLERY

