

Report on "Training programmes for Library Automation Software 22-23"

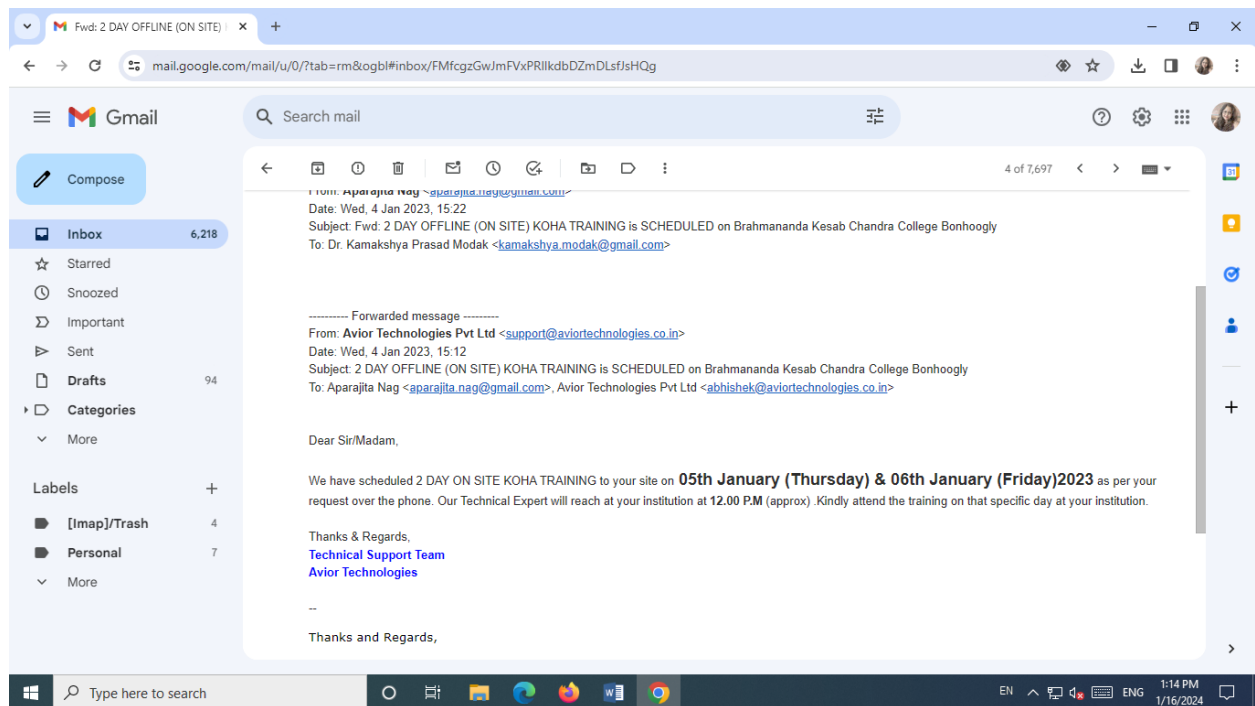
We procured KOHA software in the year of 2016. Installation of the software was done at that time only. After that data entry was done through Out Sourcing.

We received a total of three training programs from Avior at various times. The first One-day training program by Avior was organised on 5th July 2022. This was an Offline training program. This training was on the Journal Entry module and Barcode Printout process. Six Teaching staff (members of the Library Committee-Dr. Aparajita Nag, Dr. Neelakshi Sarkar, Dr. Avinanda Chowdhury, Dr. Kamakshya Prasad Modak, Dr. Ansupriya Som, Dr. Sourav Sikdar) and two non-teaching staff (Sujit Ghosh, Prithwiraj Majumdar) were present in the program.

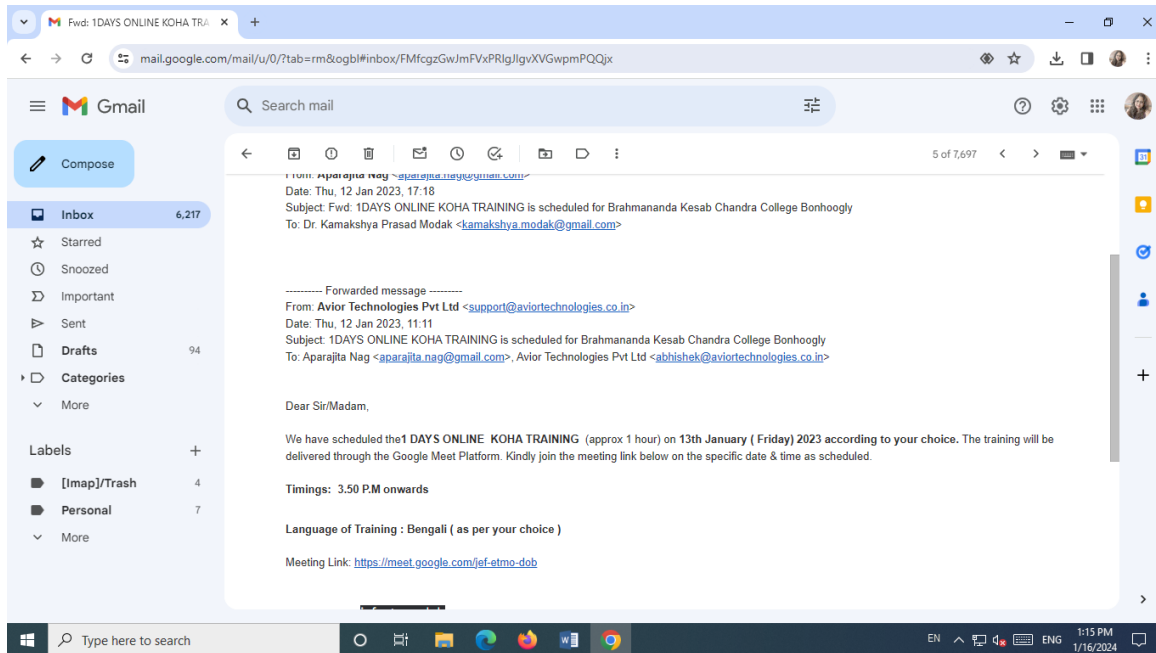


The second training program was for 2 days i.e. **5th January & 6th January 2023**. This was an offline mode. The training was based on Koha Administration, Item Type, cataloging, Patron category creation, Patron Module, Circulation and fine rule creation, Circulation module

Item search, Report module, Tools module. Our two library staff (Sujit Ghosh, and Prithwiraj Majumdar) and one teaching staff (Dr. Kamakshya Prasad Modak) received this training.




On **13th January 2023** third training program was arranged on OPAC design etc in online mode. This training was taken by two library staff (Sujit Ghosh, and Prithwiraj Majumdar).



Initially KOHA was on local server. After arrangement of new system and trainings we shifted to cloud base from **02-12-2022**.




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