



**Dr B. R. AMBEDKAR CENTRAL LIBRARY
JAWAHARLAL NEHRU UNIVERSITY**

STAFF DEVELOPMENT PROGRAMME

Date: 02.09-19 - 06.09.19

Programme Director: Dr Manorama Tripathi

Programme Coordinators: Dr Mahesh Chand, Dr Shipra Awasthi & Mr K.N.Rao

Programme Schedule

Date	Time		Resource Persons
02.09.19	11.00-12.00	Introduction to Training Program	Dr Mahesh Chand, Assistant Librarian
		Inaugural Address	Dr Manorama Tripathi, Librarian
	12.00-12.30	Collection Development Process	Dr Shiva Kanujia, Deputy Librarian
	12.30-1.00	Classification and Cataloguing	Mrs. Mamta Rani, Assistant Librarian
	1.00-2.00	LUNCH BREAK	
	2.00-2.30	Access to e-books	Dr Shiva Kanujia, Deputy Librarian
	2.30- 3.00	Integrated Library Management System-VIRTUA/KOHA	Mr Sushant Panigrahi, Assistant Librarian Mr Sanjit Paswan, Technical Assistant
	3.00-3.30	HIGH TEA	
	3.30-4.00	Application of ICT in providing Library Services	Mr Sushant Panigrahi, Assistant Librarian
	4.00-5.30	Practical session on OPAC Search, use of e-office	Mr Sushant Panigrahi, Assistant Librarian Mr Sanjit Paswan, Technical Assistant
03.09.19	11.00-12.00	Yoga Session	Dr A.K.Shastrri

	12.00-12.30	Collection Management and Reference Services: Sciences Collection	Mrs. Ganga Thapliyal, Assistant Librarian
	12.30-1.00	Reference and Information Services at Central Library	Mr Bibhuti Pattnaik, Assistant Librarian
	1.00-2.00	LUNCH BREAK	
	2.00-2.30	User Registration and other housekeeping operations in Central Library	Mr Bibhuti Pattnaik, Assistant Librarian
	2.30-3.00	Collection management and reference services: European, Afro-Asian and Indian Languages collection	Mr Mohd. Tariq, Assistant Librarian
	3.00-3.30	TEA BREAK	
	3.30-5.00	Library Administration and Management Newspaper Clipping Service	Dr Mahesh Chand, Assistant Librarian
	5.00-5.30	Information Search Systems at Central Library	Mr Sushant Panigrahi, Assistant Librarian
04.09.19	11.00-12.00	Research Support Services in Central Library	Dr Manorama Tripathi, Librarian
	12.00-1.00	Serials Control and Electronic Resources Management	Dr Parveen Babbar, Deputy Librarian
	1.00-2.00	LUNCH BREAK	
	2.00-2.30	ETD and its access	Dr Shipra Awasthi, Assistant Librarian
	2.30-3.00	Government Documents and Russian Collection	Dr R. Duraipandi, Assistant Librarian
	3.00-3.30	TEA BREAK	
	3.30-4.30	Document Delivery Service, Discovery Search, Grammarly, Remote Access	Dr Parveen Babbar, Deputy Librarian
	4.30-5.30	Practical session on Document Delivery Service, Discovery Search, Grammarly, Remote Access	
05.09.19	11.00-12.00	Use of Turnitin (Anti-Plagiarism Software)	Dr Manorama Tripathi, Librarian
	12.00-1.00	Practical session on Use of Turnitin	Dr Shipra Awasthi, Assistant Librarian Mr Amar Yadav, Professional Assistant

		LUNCH BREAK	
	2.00-3.00	Research Methodology in the field of LIS	Dr Mira , Associate Professor, DLIS, University of Delhi
	3.00-3.30	TEA BREAK	
	3.30-4.30	Reference Service to Visually Impaired students	Mr Sushant Panigrahi, Assistant Librarian
	4.30-5.30	Practical Session (Software used to provide Services to Visually Impaired Students)	Mr Sushant Panigrahi, Assistant Librarian Mr Sanjit Paswan, Technical Assistant
06.09.19	11.00-12.00	Bibliometrics	Mr G. Mahesh, Scientist, NISCAIR
	12.00-1.00	Knowledge Organization in Academic Libraries in Digital Age- using DDC	Dr K P Singh, Associate Professor, DLIS, University of Delhi
	1.00-2.00	LUNCH	
	2.00-2.30	Purchasing and Ordering of Books for Schools/Centres	Mr K.N. Rao, Assistant Librarian
	2.30-3.00	Periodicals Subscription Policy for Dr B R Ambedkar Central Library	Dr Parveen Babbar, Deputy Librarian
	3.00-4.00	Valedictory Function (Feedback & Discussion and Certificate distribution)	
	4.00-4.30	TEA BREAK	

***Only Tea will be served.**