



Vidya Prasarak Mandal's Maharshi Parshuram College of Engineering, Velneshwar

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3 Days Workshop on Koha (Open Source Integrated Library System) From 18th February to 20th February 2015

Tentative Schedule of Workshop

Day 1, 18-02-015

09:30 to 10:00	Spot Registration
10:00 to 11:00	Inaugural Function
11:00 to 11:30	Tea Break
11:30 to 12:30	Introduction to Linux
12:30 to 01:15	Lunch Break
01:15 to 03:00	Koha Installation & Basic Configuration
03:00 to 04:00	Koha Installation & Basic Configuration (Practice)
04:00 to 04:15	Tea Break
04:15 to 05:30	Creating Patrons on Koha

Day 2, 19-02-2015

09:00 to 10:00	Cataloging on Koha
10:00 to 11:30	Practice of creating Patrons on Koha
11:30 to 12:00	Tea Break
12:00 to 01:00	Practice of Cataloging on Koha
01:00 to 02:00	Lunch Break
02:00 to 03:00	Circulation on Koha
03:00 to 04:00	Practice of Circulation on Koha
04:00 to 04:15	Tea Break
04:15 to 05:30	Generate different Reports on Koha

Day 3, 20-02-1015

09:00 to 10:00	Use of List and Tool Menu
10:00 to 11:00	Use of OPAC
11:00 to 11:15	Tea Break
11:15 to 01:00	Serial Management and indexing of catalog
01:00 to 02:00	Lunch Break
02:00 to 03:00	Data Backup
03:00 to 04:00	Valedictory Function