



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 26th November to 28th November 2015

Tentative Schedule of Workshop

Day 1st , 26-11-2015

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	Creating Patrons on Koha
04:00 to 04:15	Tea Break
04:15 to 05:30	Koha Installation & Creating Patrons on Koha (Practice)

Day 2nd , 27-11-2015

09:00 to 10:00	Cataloging on Koha
10:00 to 11:30	Circulation on Koha
11:30 to 11:45	Tea Break
11:45 to 01:00	Practice of Cataloging & Circulation on Koha
01:00 to 01:45	Lunch Break
02:45 to 02:45	Retrospective Conversion
02:45 to 04:00	Use of List, OPAC & Tool Menu
04:00 to 04:15	Tea Break
04:15 to 05:30	Generate different Reports on Koha

Day 3rd , 28-11-1015

09:00 to 10:00	Serial Management and indexing of catalog
10:00 to 11:00	Preventive Conservation of rare Book
11:00 to 11:15	Tea Break
11:15 to 01:00	Preventive Conservation of archival material
01:00 to 02:00	Lunch Break
02:00 to 03:00	Data Backup
03:00 to 04:00	Valedictory Function