

Report
On
Add-On Course on
Library Resource Management

Offered by
Central Library

2021 – 22



RAJA PEARY MOHAN COLLEGE

1, Acharya Dhruba Pal Road,

Uttarpara, Hooghly, West Bengal, Pin- 712 258.

Tel No.: (033)2663-0191, Mob: 7074292263

Website: <https://www.website.rpmcollege.edu.in/>, e-mail: rajapearymohancollege@gmail.com

ISO Certified

Ref.: _____

Date: _____

DECLARATION FROM THE PRINCIPAL

This is to certify that all the data provided in this document is true to the best of my knowledge.

Report of the Add on Course

Title- “Library Resource Management” conducted by Central Library

Objective: - The course was designed to provide an opportunity to student to study and searching technique of library resources and others library materials. It also provides future study of Library and Information science as a career. This course was aimed to help to develop electronic resources practical skills necessary for careers in research, teaching professional development of LIS field.

Mode of Teaching: Blended (Offline and Online) mode.

Total Duration of the Course: 30+ Hrs.

Fee- Free

Course Designer. – Dr. Sonali Dapsi and Mrs. Shraboni Das, Librarian of Raja Peary Mohan College

Course Coordinators – Mrs. Shraboni Das & Dr. Sonali Dapsi, Librarian of Raja Peary Mohan College

Course Structure –Theory and Practical

Registered Participant - 106

Total Participant: -53

Syllabus:

Add on Course
Library Resource Management
Dept: Central Library

Syllabus

1. Foundation of Library Science
2. Different section and Operation
3. House Keeping Operation
4. Shelving
5. Library and Society
6. Classification
7. Cataloguing
8. Information Sources and Services practice and maintenance
9. Library Automation

Sonali Dapsi
Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Shraboni Das
Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

প্রিন্সিপাল
PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Add on Course Flyer:



R A J A P E A R Y M O H A N C O L L E G E



Organised By

CENTRAL LIBRARY



A d d o n C o u r s e

***LIBRARY RESOURCE
MANAGEMENT***

IQAC Resolution:



RAJA PEARY MOHAN COLLEGE

রাজা প্যারীমোহন কলেজ

1, ACHARYA DHIRUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712 258

Tel No. : 033-2663-0191 & 7074292263

E-mail : rajapearymohancollege@gmail.com Website : www.rpmcollege.edu.in

১, আচার্য্য ধ্রুব পাল রোড উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১ ২২৫৮,

দূরভাষ : ০৩৩-২৬৬৩-০১৯১ & ৭০৭৪ ২৯ ২২৬৩

NAAC Accredited with B grade (2.7); ISO 9001 : 2015

Ref. No. /স্মৃক সংখ্যা _____

Date /তারিখ 14.01.22

Extract of the Proceedings of the meeting of the IQAC of Raja Peary Mohan College, Uttarpara, Hooghly, held on 03.01.2022 on the MS Teams portal

Resolved that the following Add on & Certificate Course will start from even semester 2021-2022.

New courses to be introduced

1. Certificate Course on Accounting Software and e-Filing of IT Return
2. Computer Foundation for Professional Advancement
3. Communicative and Interactive Business English (CIBE)
4. Library Resource Management
5. CERTIFICATE COURSE: C PROGRAMMING: MATHEMATICAL COMPUTING & BEYOND
6. Essential laboratory skills for undergraduate Physiology students
7. Ten Day's (30 hrs) Spoken Sanskrit Course
8. Beauty Care and Artistry Makeup
9. Add on Course on "Women in different Paradigm"
10. Certificate Course on online teachers training course
11. Add on course on Content Writing

Sanjuki Bhattacharya

Coordinator, IQAC
Raja Peary Mohan College
Uttarpara, Hooghly

Internal Quality Assurance Cell
Raja Peary Mohan College
Uttarpara, Hooghly

প্রিন্সিপাল

Principal

Raja Peary Mohan College
Uttarpara, Hooghly

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Course Structure:

Add on Course on Library Resource Management

Structure of Course Content

Course Duration: 32 Hours

2021-22

Content	No of Class (1 hrs./per class)	Theory	Practical	Internal Assessment
Total Hours	32	12	20	10
Foundation of Library Science	2	1	0	
Different section and Operation	5	2	2	
House Keeping Operation	8	2	6	
Shelving	2	1	4	
Library and Society	1	1	0	
Classification	2	1	1	
Cataloguing	2	1	1	
Information Sources and Services practice and maintenance	4	1	2	
Library Automation	6	2	4	

Sonal' Dapsi'

Librarian
Raja Peary Mohan College

Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Shraboni Das

Librarian
Raja Peary Mohan College

Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Jitendra Saha

Principal
Raja Peary Mohan College

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Inauguration Programme:

1st Class was started on 9.03.2022 by auditorium in our College. In the inauguration programme was present and delivered lectured by our Principal Sir Dr. Sudip Kumar Chakrabarty and IQAC coordinator Dr. Sanjukta Bhattacharya and Asst. Coordinator Dr. Krishnanka shakhar Gayen, and also TCS Dr Pallab Gayen and Librarian Dr. Sonali Dapsi and Librarian Shraboni Das. On that day was present 250 students in our centenary hall of our College.



Student Enrollment List:

Add on Course
Library Resource Management
Central Library
09/03/2022

Student Participation List

Sl. No.	Name	Student ID
1	Ziaul Rahaman Mondal	B.A/19/0061
2	Sarmida Mishra	B.A/19/0216
3	Fathana Parveen	B.Sc General
4	Chirasesri Das	B.A/21/0111
5	Priyanki Dutta	B.A/19/0029
6	Paromita Ghosh.	B.A/19/0984
7	Tousima Saha	B.A/19/0803
8	Susoma Mishra	B.A/20/0400
9	Alzara Khatun	B.A/20/0822
10	Prity Koley	B.Sc (Bio)/21/0111
11	Shilpi Koley	B.A/21/0566
12	Puja Gosw	B.A/21/0389
13	Rohini Bhakta	B.A/21/0907
14	Rupsa Ghosh	B.A/21/0087
15	Priyanka Gajen	B.A/21/0292
16	Sirshak Dey	B.A/21/0160
17	Sriparna Ghoshai	B.A/21/0283
18	Ananya Nandy	B.A/21/0261
19	Rima Nath	B.A/21/0041
20	Satabdi Majhi	B.A/20/0544
21	Ruma Kunder	B.A/20/0793
22	Angshuman Mukherjee	B.Sc/20/0040
23	Niloy Das	B.Sc (Bio)/21/0007

Shraboni Das Librarian
Raja Peary Mohan College

Dapsi Librarian
Raja Peary Mohan College

PRINCIPAL
Raja Peary Mohan College
Hooghly

24	Tushar Shaw	B.A./20/0087
25	Abhijit Guchoit	B.A./20/0053
26	Sutopa Das	B.A./20/0073
27	Lisa Bey	B.A./20/0006
28	Riya Ambal	B.A./20/0001
29	Ankita Sadhukham	B.A./20/0161
30	Mrinmay Panlikar	B.A./20/0043
31	Rima Sen	B.A./20/0298
32	Poulami Patra	B.A/20/0383
33	Riya Santra	B.A/20/0130
34	Saraswati Adhikari	B.A/20/0013
35	Sathi Sahana	B.A/20/0008
36	Avirup Ghosh	B.Sc(Bio)/21/0036
37	Vikram Ghosh	B.Sc(Bio)/21/0085
38	Arpita Sarkar	B.A /19/0025
39	Poulomi Mondal	B. A /19/ 0038
40	Jayita Mondal.	B.A./19/0004.
41	Saahin Lakhdar	B.A/19/0780.
42	Rishita Halhi	B.Com/21/0019
43	Tisha Das	B.Com /21/ 0178
44	Madhusinee Sadhukhan	B.A/19/0468
45	Trisa Chatterjee	B.A/19/0779
46	Sangita Bodak	B.A/19/0928
47	Rikta Mondal	B.A/19/0089
48	Riya Das	B.A /19/0698
49	Susmita Sarkar	B.A /19/0562
50	Shreestuti Paul	B.A /19/0640
51	Ayadika Nag Choudhury	B.A /19/0199
52	Pijali Nagkar	B.A/19/0271

Shraboni Das Librarian
Raja Peary Mohan College

Domali Dopsi Librarian
Raja Peary Mohan College

Librarian
Raja Peary Mohan College

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

53	Usha Sarkar	B.A/19/0070
54	Monisha Karalal	B.A/19/0296
55	Prithi Das	B.A/19/0510
56	Rikta Das.	B.A/19/0596
57	Sunita Koley.	B.A./19/0098
58	Anushree Bebel	B.A/19/0030
59	Aarpita Mondal	B.A/19/0091
60	Ankita Singh	B.A/19/0138
61	Sangita Seth	B.A/19/0986
62	Saralika Khaitan	B.A/21/0210
63	Rupsa Ghosh	B.A/21/0278
64	Toyel Borker	B.A/19/92
65	Payel Sadhukham	B.A/19/0213
66	Niladri Shekhar Biswas	B.A/20/0058
67	Ritika Agarwal	B.Sc/19/0083
68	Shinjini Boneyee	B.Sc/21/0275
69	Nilima Das	B.Sc/21/0024
70	Madhuri Dutta	B.A/21/170
71	Raktim Chakrabarti	B.Com/19/0004.
72	Bablu Deb Nath	B.A/20/0487
73	S.K. AlFozuddin	B.A/20/0559
74	Purona Mondal	B.A/20/0593
75	Priyanka Chakraborty.	B.Sc/21/0199
76	Trishita Das	B.Sc/21/0098.
77	Rahul Pal	B.Sc/21/0158
78	Saheli Set	B.Sc/20/0036
79	Anisha Kundu	B.Sc/20/0089.
80	Rakesh Sadhukham	B.Sc/21/0010. (Purse).
81	Anchankur Mondal	B.Sc/21/0001

Shraboni Das Librarian
Raia Peary Mohan College

Bonali Das
Librarian

21/11/21

PRINCIPAL
Raia Peary Mohan College
Moochly

82	Atanu Mondal	B.A/19/0677
83	Rupa Patra	B.A/19/0131
84	Subarna Rudra.	B.Sc/19/0004 (Bio)
85	Ujjwal Nandy	B.Sc.(Bio)/19/0001
86	Arya Majumder.	B.A/21/0552 (Eng).
87	Ritika Chakraborty	B.Sc/20/0292
88	Rohit Gupta	B.Sc/20/0239
89	Sayan Sengupta	B.Sc(Bio)/21/0143
90	Pallabita Sadhukhan	B.Sc/21/0235
91	Arkan Chandra	B.Sc/20/0105
92	SK.Masudur Rahman	B.Sc/20/0165
93	Shreyas Acharyya	B.Sc/21/0246.
94	Devesh Das	B.Sc/21/0295
95	Seemita Sen.	B.Sc/20/0264.
96	Shiraj Fay.	B.Sc/20/0118
97	Anita Ghosh	B.Sc/20/0077
98	Sheha Adak	B.Sc/20/0261
99	Shubhadeep Saha	B.Sc/20/0184
100	Piyas Das	B.Sc/20/0247
101	Bishal Kundu	B.Com/19/0311
102	Ananya Adak	B.Sc/20/0028
103	Anusri Karmakar	B.Sc/20/0022
104	Sanchita Santra	B.Sc/20/0079
105	Sudipta Patra	B.Sc/20/0251
106	Anirban Dey	B.Sc/19/0291
107		
108		
109		
110		

Shraboni Das, Librarian
Raja Peary Mohan College

Sonali Das, Librarian
Raja Peary Mohan College

Principal
Raja Peary Mohan College

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Class Routine:

Add on Course
Library Resource Management
2021-22
Organized by Central Library
Class Routine

Total Hour-32 Hours

Theory - 12 Hours (Online)

Saturday & Sunday - 8:00 p.m. to 10:00 p.m.

Practical - 20 Hours (Offline)

Monday to Friday – 9 a.m. to 10:30 a.m.

Sonal' Dapsi
Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Shraboni Das
Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

[Signature]
PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Theory (Online) class link:

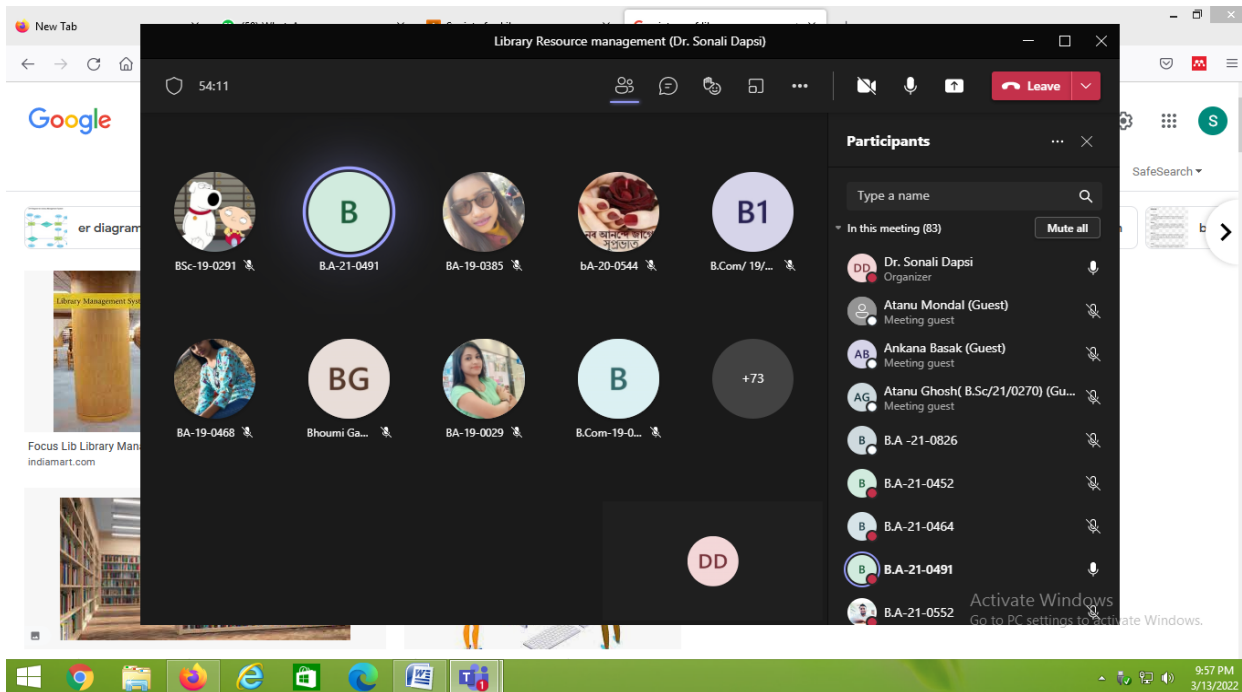
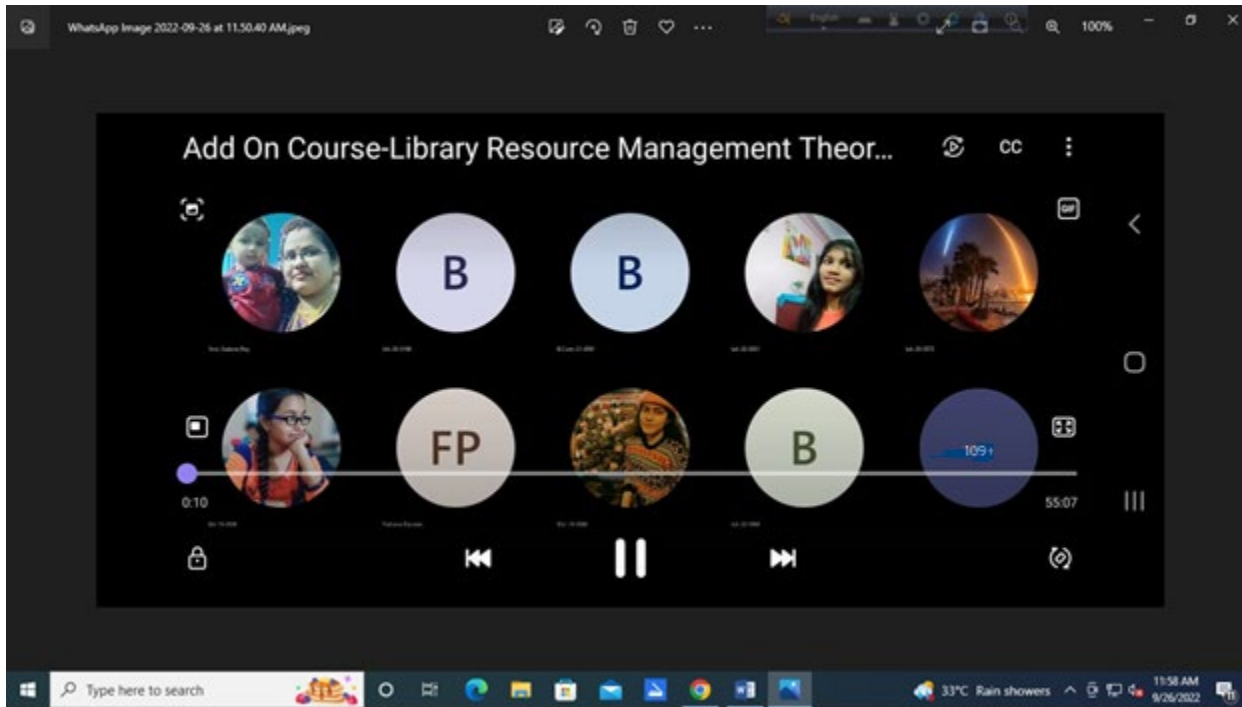
Add-on Course (Library Resource Management) Organised by Central Library 2021-22 Theory Online Class Link		
Date	Class Link	Signature With Date
12-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWFkM2I4MjYtZDE5NS00ZTc5LlRk1NFQtOGM1MTQ5ZDg5YzY4%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%2284c60e73-af35-4fdb-9072-895cf1c7861e%22%7d	<i>Sonali</i> 12.3.22
13-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQ4MTIzMmEtOTg3Ni00MjZlLTg4OGYtYzdjZjhINWRiN2E0%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%2284c60e73-af35-4fdb-9072-895cf1c7861e%22%7d	<i>Sonali</i> 13/03/22
19-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQ4MTIzMmEtOTg3Ni00MjZlLTg4OGYtYzdjZjhINWRiN2E0%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%2284c60e73-af35-4fdb-9072-895cf1c7861e%22%7d	<i>Sonali</i> 19.3.22
20-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDExZDI5N2EtYzE1My00MDBmLWFjNzltZjQ3YTAvNTdmNWZm%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%22de415851-67d5-4c93-984d-15e7b0ddfcec%22%7d	<i>Sonali</i> 20/03/22
26-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzE1ZDI1MGEtZDQ5MS00OTk1LThjOGItYjMOZDUyMGU0MTBh%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%2284c60e73-af35-4fdb-9072-895cf1c7861e%22%7d	<i>Sonali</i> 26.3.22
27-03-2022	https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDE2OTBiNTUtn211Mi00YWM5LTg3NjktYmZjYjM3ZDhlZWw%40thread.v2/0?context=%7b%22Tid%22%3a%220e7a6856-86f9-4b3f-bafc-9ba740027c97%22%2c%22Oid%22%3a%22de415851-67d5-4c93-984d-15e7b0ddfcec%22%7d	<i>Sonali</i> 27/03/22

Shraboni Das
 Librarian
 Raja Peary Mohan College
 Uttarpara, Hooghly

Sonali Das
 Librarian
 Raja Peary Mohan College
 Uttarpara, Hooghly

Principals
 PRINCIPAL
 Raja Peary Mohan College
 Uttarpara, Hooghly

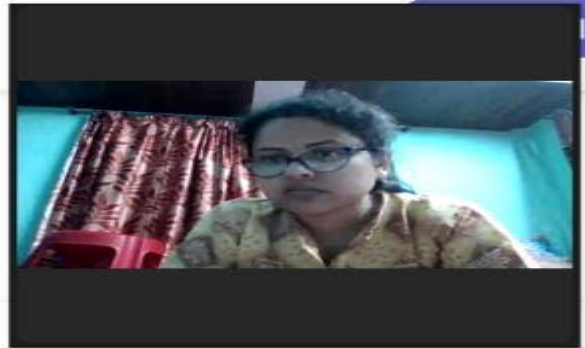
Picture of theory Class through MS Teams:



Tap to return to meeting 32:25



In the meeting (47)



Organiser

Smt. Sraboni Roy
Organiser

Participants



BA-19-0029



Atanu Mondal(Guest)



Atanu Ghosh(B.Sc/21/027...



B. A/21/0210(Guest)



B.A -21-0826(Guest)



B.A-21-0381(Guest)



B.A-21-0464



B.A/19/0780(Guest)



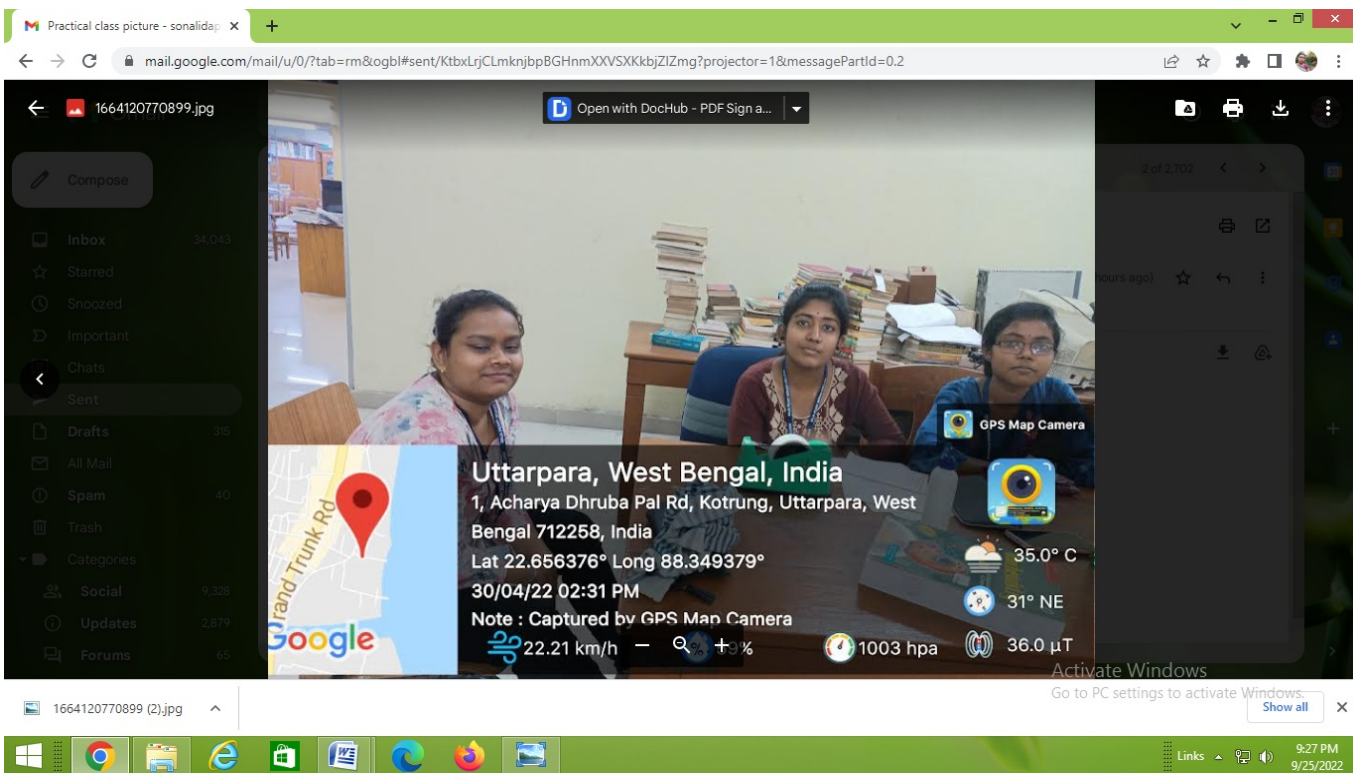
B.Com-21-0091



B.Com/ 19/0319 (Guest)(G...



Picture of practical Class:





Name	Student ID	Signature with Date																				
		9/10	10/3	11/3	14/3	15/3	16/3	17/3	18/3	19/3	21/3	22/3	23/3	24/3	25/3	28/3	29/3	30/3	31/3	1/4	4/4	5/4
Shuvra Shankar Ghosh Dastidar	B.Com/21/0091	P	P	.	P	P	P	P	P	P	.	P	P	.	P	P	P	
AVIRUP GHOSH	B.Sc(Bio)/21/0036	P	P	P	P	.	P	.	P	P	P	.	P	.	.	P	P	.	.	P	P	
Anirban Dey	B.Sc/19/0291	P	P	P	.	P	P	P	.	P	.	P	P	.	P	P	.	.	P	P	P	
Priyanka Chakraborty	B.Sc-21-0199	.	P	.	.	P	P	P	P	.	P	.	P	P	P	P	.	P	P	P	.	P
Sukriti Ghosh	B.A/20/0041	P	.	P	.	.	P	P	P	P	.	P	.	P	P	P	.	P	.	P	P	
Angshuman Mukherjee	B.Sc/20/0040	P	P	P	.	P	P	.	P	.	P	P	P	P	.	P	P	P	P	.	P	
Tamalika Bhattacharyya	B.A/21/0826	P	P	P	P	P	.	P	P	P	.	.	.	P	P	P	P	P	.	.	P	
Disha Dutta	B.A/21/0464	P	P	P	.	.	P	.	P	.	P	P	P	P	.	P	P	.	P	.	P	
Riya Ambal	B.A/20/0001	P	P	.	P	P	P	.	P	.	P	.	P	P	P	P	.	P	P	P	.	
Lisa Dey	B.A/20/0006	P	P	P	.	.	P	.	P	.	P	.	P	P	P	.	P	P	P	P	P	
Sneha Ghosh	B.A/20/0308	P	P	P	.	P	.	P	P	P	.	P	P	.	P	P	.	P	P	P	.	
Atanu Ghosh	B.Sc/21/0270	P	P	.	.	P	.	P	.	.	P	.	P	P	P	.	P	P	P	P	P	

Examination Notice:



RAJA PEARY MOHAN COLLEGE

রাজা প্যারীমোহন কলেজ

1, ACHARYA DHRUBA PAL ROAD, UTTARPARA, HOOGHLY, WEST BENGAL, PIN - 712 258

TEL NO. : 033-2663-0881/2663-0191, FAX NO. : 033-2663-4155

১, আচার্য ধ্রুব পাল রোড উত্তরপাড়া, হুগলী, পশ্চিমবঙ্গ, পিন - ৭১২২৫৮,

দূরভাষ : ০৩৩-২৬৬৩-০৮৮১/২৬৬৩-০১৯১, ফ্যাক্স : ০৩৩-২৬৬৩-৪১৫৫

Date: 15/04/22

STUDENT NOTICE

It is notified to all concerned that add on course examination will be held on 22/04/22 (Friday) at 5:00 p.m. in the central Library premises.

Shraboni Das

Librarian

RPM College

Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Sonalidapsi

Librarian

RPM College

Librarian
Raja Peary Mohan College
Uttarpara, Hooghly

Principals

Principal

RPM College

PRINCIPAL
Raja Peary Mohan College
Uttarpara, Hooghly

Add on Course Examination Sheet

Add On Course Examination

Library Resource Management

2022

Full Marks: 10 Marks (Per Question 1 Points)

Name: Disha Dutta

College ID: B.A/21/0464

Stream: Arts [Political Science Honours (PLSA)]

Mobile No. 6289181221

Mail ID: dishadutta476@gmail.com

1. The book "Library Administration" was brought out by S. R. Ranganathan

- 1925
- 1931
- 1933
- ✓ 1935

2. Binary system of numbers use only*

- ✓ Two digits
- Four digits
- Eight digits
- Six digits

3. Phoenix Schedules are part of *

- ✓ DDC
- UDC
- LCC
- CC

4. The standard size of catalogue card is *

- 12 cm * 5 cm
- ✓ 12.5 cm * 7.5 cm
- 11 cm * 5 cm
- 10 cm * 7 cm

5. Which of the following is a Tertiary source of information*

- Journal
- Bibliography
- Encyclopaedia
- ✓ Bibliography of Bibliographies

6. Number of states in India which have enacted Public Library Legislation till date is*

- Seventeen
- Fourteen
- ✓ Nineteen
- Sixteen

7. Information is....*

- Raw data
- ✓ Organized data
- Raw knowledge
- Input data

8. Which organization applied Library and Information policy in India at National Level?*

- NISSAT
- INSDOC
- ✓ RRRLF
- UNESCO

9. The term 'Communication' came from which language?*

- ✓ Latin
- Greek
- German
- French

10. What is the unit of information?*

- ✓ Bit
- Byte
- Hertz
- Gram

Course completed student list:

Certificate in Library and Information Management

	NAME	DEPARTMENT	SEMESTER	COLLEGE ID	EMAIL	Signature
702947 2506	HEMANTA KUMAR BHOWMIK	SANSKRIT	4th	B.A/20/0573	hemanta.kumar bhowmik@gmail. com	<u>Hemanta</u>
TUSHAR 629174 2710	TUSHAR SHAW	BENGALI	4th	B.A/20/0987	Tushar Shaw 20002002@ gmail.com	Tushar Shaw
	SHILPA PANJA	SANSKRIT	4th	B.A/20/0202	shilpapanja7 @gmail.com	<u>Panja</u>
6290027 617	ABHIJIT GUHAIT	BENGALI	4th	B.A/20/0053	guchait abhijit6 @gmail.com	<u>Abhi</u>
6289579 371	SATABDI MAJHI	B.A (GENERAL)	4th	B.A/20/0544	Satabdimajhi633 @gmail.com	<u>Majhi</u>
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Successfully completed the 30 hours Add On Course on Library Resource Management, Session
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Dr. Sonali Dapsi, Librarian
Course Coordinator

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Mrs. Shraboni Das, Librarian
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Dr. Sudip Kumar Chakraborty
Principal

Date: