

**SCHEDULE FOR TRAINING OF Library Attendant
FROM 26th May 2022 TO 1st June 2022**

Date	Resource Persons	Morning Session 10:00 AM to 01:00 PM	Resource Persons	Afternoon Session 2:00 PM to 05:00 PM
26 th May 2022 Thu	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh Dr. Shalender Chauhan	Registration: 10:00 AM to 10:30	Ms. Bhawna Vashistha	E-Resources 02:00 PM to 03:30 PM
		Induction Programme : Welcome and Introduction by the University Librarian: 10:30 AM to 11:00 AM	Ms. Bhawna Vashistha	Hands on E-Resources 03:30 PM to 05:00 PM
27 th May 2022 Fri	Mr. Ravinder Senapati Ms. Reena Sharma / Mr. Prabhakar Dr. Vyas Kumar Bajpai	Tour of Braille Library with demonstration of each function for generation of material of visually impaired: 10:00 AM to 11:30 AM	Mr. Jitender Verma	Reference Services / ILL 02:00 PM to 03:30 PM
		Lecture 11:30 AM to 01:00 PM	Mr. Sanjeev Dutt Sharma	Lecture 03:30 PM to 05:00 PM
28 th May 2022 Sat	Weekly Off			
29 th May 2022 Sun				
30 th May 2022 Mon	Ms. Promila Sangwan Ms. Manjeet Mann	Visit of Central Library & Arts Library overall activities and services: 10:00 AM to 11:30 AM	Mr. R. P. Singh	Services Rules & Regulations 02:00 PM to 03:30 PM
		Book Acquisition Process : 11:30 AM to 01:00 PM	Dr. Projes Roy	Lecture 03:30 PM to 05:00 PM
31 st May 2022 Tue	Mr. OP Gupta / Mr. Shariq Mr. OP Gupta / Mr. Shariq	Introduction and Modules of Library Management Software 10:00 AM to 11:30 AM	Mr. Dinesh Kumar	Subscription and management of periodical in libraries 02:00 PM to 03:30 PM
		Hands on Practice 11:30 AM to 01:00 PM	Mr. Dinesh Kumar	Practical (Periodical Section) 03:30 PM to 05:00 PM
01 st June 2022 Wed	Mr. Arjun Singh Dr. Pardeep Rai	Visit of Ratan Tata Library: 10:00 AM to 11:30 AM	Mr. OP Gupta / Mr. Shariq	Feedback, Report Submission 02:00 PM to 03:00 PM
		Retrieval of Online Information through Public Domain: 11:30 AM to 01:00 PM	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh	Valedictory Function and Distribution of Certificate with High Tea 03:00 PM to 05:00 PM

SCHEDULE FOR TRAINING OF Library Assistant (JLIA)
FROM 02nd June 2022 TO 08th June 2022

Date	Resource Persons	Morning Session 10:00 AM to 01:00 PM	Resource Persons	Afternoon Session 2:00 PM to 05:00 PM
02 nd June 2022 Thu	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh Dr. Shalender Chauhan	Registration: 10:00 AM to 10:30	Ms. Bhawna Vashistha	E-Resources 02:00 PM to 03:30 PM
		Induction Programme : Welcome and Introduction by the University Librarian: 10:30 AM to 11:00 AM	Ms. Bhawna Vashistha	Hands on E-Resources 03:30 PM to 05:00 PM
		Lecture 11:30 AM to 01:00 PM		
03 rd June 2022 Fri	Mr. Ravinder Senapati Ms. Reena Sharma / Mr. Prabhakar Dr. Vyas Kumar Bajpai	Tour of Braille Library with demonstration of each function for generation of material of visually impaired: 10:00 AM to 11:30 AM	Mr. Jitender Verma Mr. Sanjeev Dutt Sharma	Reference Services / ILL 02:00 PM to 03:30 PM Lecture 03:30 PM to 05:00 PM
		Lecture 11:30 AM to 01:00 PM		
04 th June 2022 Sat	Weekly Off			
05 th June 2022 Sun				
06 th June 2022 Mon	Ms. Promila Sangwan Ms. Manjeet Mann	Visit of Central Library & Arts Library overall activities and services: 10:00 AM to 11:30 AM	Mr. R. P. Singh Dr. Projes Roy	Services Rules & Regulations 02:00 PM to 03:30 PM Lecture 03:30 PM to 05:00 PM
		Book Acquisition Process : 11:30 AM to 01:00 PM		
07 th June 2022 Tue	Mr. OP Gupta / Mr. Shariq Mr. OP Gupta / Mr. Shariq	Introduction and Modules of Library Management Software 10:00 AM to 11:30 AM	Mr. Dinesh Kumar	Subscription and management of periodical in libraries 02:00 PM to 03:30 PM
		Hands on Practice 11:30 AM to 01:00 PM	Mr. Dinesh Kumar	Practical (Periodical Section) 03:30 PM to 05:00 PM
08 th June 2022 Wed	Mr. Arjun Singh Dr. Pardeep Rai	Visit of Ratan Tata Library: 10:00 AM to 11:30 AM	Mr. OP Gupta / Mr. Shariq	Feedback, Report Submission 02:00 PM to 03:00 PM
		Retrieval of Online Information through Public Domain: 11:30 AM to 01:00 PM	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh	Valedictory Function and Distribution of Certificate with High Tea 03:00 PM to 05:00 PM

**SCHEDULE FOR TRAINING OF SPA
FROM 09th June 2022 TO 15th June 2022**

Date	Resource Persons	Morning Session 10:00 AM to 01:00 PM	Resource Persons	Afternoon Session 2:00 PM to 05:00 PM
09 th June 2022 Thu	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh Dr. Shalender Chauhan	Registration: 10:00 AM to 10:30	Ms. Bhawna Vashistha	E-Resources 02:00 PM to 03:30 PM
		Induction Programme : Welcome and Introduction by the University Librarian: 10:30 AM to 11:00 AM	Ms. Bhawna Vashistha	Hands on E-Resources 03:30 PM to 05:00 PM
		Lecture 11:30 AM to 01:00 PM		
10 th June 2022 Fri	Mr. Ravinder Senapati Ms. Reena Sharma / Mr. Prabhakar Dr. Vyas Kumar Bajpai	Tour of Braille Library with demonstration of each function for generation of material of visually impaired: 10:00 AM to 11:30 AM	Mr. Jitender Verma Mr. Sanjeev Dutt Sharma	Reference Services / ILL 02:00 PM to 03:30 PM Lecture 03:30 PM to 05:00 PM
		Lecture 11:30 AM to 01:00 PM		
11 th June 2022 Sat	Weekly Off			
12 th June 2022 Sun				
13 th June 2022 Mon	Ms. Promila Sangwan Ms. Manjeet Mann	Visit of Central Library & Arts Library overall activities and services: 10:00 AM to 11:30 AM	Mr. R. P. Singh Dr. Projes Roy	Services Rules & Regulations 02:00 PM to 03:30 PM Lecture 03:30 PM to 05:00 PM
		Book Acquisition Process : 11:30 AM to 01:00 PM		
14 th June 2022 Tue	Mr. OP Gupta / Mr. Shariq Mr. OP Gupta / Mr. Shariq	Introduction and Modules of Library Management Software 10:00 AM to 11:30 AM	Mr. Dinesh Kumar	Subscription and management of periodical in libraries 02:00 PM to 03:30 PM
		Hands on Practice 11:30 AM to 01:00 PM	Mr. Dinesh Kumar	Practical (Periodical Section) 03:30 PM to 05:00 PM
15 th June 2022 Wed	Mr. Arjun Singh Dr. Pardeep Rai	Visit of Ratan Tata Library: 10:00 AM to 11:30 AM	Mr. OP Gupta / Mr. Shariq	Feedback, Report Submission 02:00 PM to 03:00 PM
		Retrieval of Online Information through Public Domain: 11:30 AM to 01:00 PM	Dr. Rajesh Singh, Mr. Saleem Anwer, Mr. R. P. Singh	Valedictory Function and Distribution of Certificate with High Tea 03:00 PM to 05:00 PM