

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia



Central Library

Add-on/ Certificate Course on
Resource Description

Session: 2022-2023

Brochure



PANCHAKOT MAHAVIDYALAYA
Garbari, Neturia, Purulia, West Bengal- 723121

Resource Description
Add- on course, Dept. of Library
Duration: 30 hours
For detailed schedule log in www.panchakotmv.ac.in
Course Co-Ordinator: Priyanka Khuntia, Librarian

Objectives of the course:
To provide students with a comprehensive understanding of the theoretical aspects of cataloging theory, fostering the development of knowledge about library cataloging concepts, the creation of cataloging codes, and staying abreast of recent trends in cataloging.

- Module 1 (10 hours): definition, objectives, functions of library catalogue; Physical type of catalogue; Comparative study of Library catalogue and bibliography; cataloguing, indexing and classification.
- Module 2 (10 hours): Normative principals, canons and principles of cataloguing; AACR2R, CCC, RDA
- Module 3 (10 hours): MARC 21, UNIMARC, ISO 2709, OCLC, RLIN, WLN, Worldcat

The Principal
Panchakot Mahavidyalaya
Sarbari, Neturia, Purulia

Applicant: Priyanka Khuntia, Central library

Subject: Proposal for 'Certificate Course in Resource Description' for the session
2022-2023

Respected Sir,

I am requesting you to check the course details which I am going to offer the college students in the session 2022-2023 in offline mode. The title of the course is 'Certificate Course in Resource Description' which will be conducted by the Central Library of our college. To provide students with a comprehensive understanding of the theoretical aspects of cataloging theory, fostering the development of knowledge about library cataloging concepts, the creation of cataloging codes, and staying abreast of recent trends in cataloging.

I request that you please kindly sanction the mentioned course.

Date: 18.01.2023

Place: PKMV
Yours sincerely,

Priyanka Khuntia,
Librarian,
Central Library

Enclosure: (1) Proposal
(2) Curriculum of the course

PANCHAKOT MAHAVIDYALAYA

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Proposal for conducting Short Term Certificate Courses Session: (2022-2023)

1. Details of the applicant department:

- I. Name of the college: Panchakot Mahavidyalaya,
- II. Address of the college: Sarbari, PO: Neturia, District: Purulia, Pin: 723121
- III. Name of the applicant department: Library Science

2. Details of the course proposed:

- I. Name of the course: Certificate Course in Resource Description
- II. Target participants: Undergraduate students from any stream
- III. Duration of the course: 30 hrs.
- IV. Medium of instruction: English

3. Details of the faculty:

- I. Whether the college provides degree related to the proposed course: No
- II. Whether the course is prepared by experts from related field: yes (by departmental faculty)
- III. Information of course coordinator:

Name	Department	Qualification
Priyanka Khuntia	Library Science	M.A. in Library Science

MLISc

IV. Details of faculty members to be appointed for this course:

Sr. No.	Name	Department	Qualification
1	Priyanka Khuntia	Dept of Library Science	M.A. in Library Science

MLISc

4. Details of the infrastructure needed/available for this course:

- I. Classroom: Available
- II. Books: Available in central library
- III. Computer facility: Computer lab and departmental computer facility

Priyanka Khuntia

Signature of Course coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

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Central Library, PKMV

Certificate Course in Resource Description (2022-2023)

Duration: 30 hrs

- **Module 1** (10 hours): definition, objectives, functions of library catalogue; Physical type of catalogue; Comparative study of Library catalogue and bibliography; cataloguing, indexing and classification.
- **Module 2** (10 hours): Normative principals, canons and principles of cataloguing; AACR2R, CCC, RDA
- **Module 3** (10 hours): MARC 21, UNIMARC, ISO 2709, OCLC, RLIN, WLN, Worldcat

Assessment: Written Test and/or Viva-Voce

Priyanka Khuntia.

Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

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Central Library, PKMV

Certificate Course in Resource Description

Session: (2022-2023)

Course coordinator: Priyanka Khuntia, HOD, Library Science

Details of the Course

Course Objective: This course is designed for those who are interested in learning about the definition, objectives, functions of library catalogue; Physical type of catalogue; Comparative study of Library catalogue and bibliography; cataloguing, indexing and classification, Normative principals, canons and principles of cataloguing; AACR2R, CCC, RDA, MARC 21, UNIMARC, ISO 2709, OCLC, RLIN, WLN, Worldcat

Schedule

Day	Hours	Timing/Duration	Resource Person	Venue	Topic
1	02	4:00-6:00 PM	Priyanka Khuntia(PK)	Dept of Library Science	Module 1
2	02	4:00-6:00 PM	PK	Dept of Library Science	Module 1
3	02	4:00-6:00 PM	PK	Dept of Library Science	Module 1
4	02	4:00-6:00 PM	PK	Dept of Library Science	Module 1
5	02	4:00-6:00 PM	PK	Dept of Library Science	Module 1
6	02	4:00-6:00 PM	PK	Dept of Library Science	Module 2

7	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 2
8	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 2
9	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 2
10	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 2
11	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3
12	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3
13	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3
14	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3
15	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3

Expected Outcome: To provide students with a comprehensive understanding of the theoretical aspects of cataloging theory, fostering the development of knowledge about library cataloging concepts, the creation of cataloging codes, and staying abreast of recent trends in cataloging.

Priyanka Khuntia
Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA

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Central Library, PKMV
Certificate Course in Resource Description

Session: (2022-2023)

Ref No:

Date: 24.01.2023

Notice

An 30 hrs. add-on/Certificate course on Resource Description will be conducted by the Librarian, Central library, Panchakot Mahavidyalaya in the session 2022-223 01/02/2023 to 22/02/2023 in offline mode. If you're interested in enhancing your skills and knowledge in this field, we encourage you to reach out the course coordinator, Ms. Priyanka Khuntia, for more information and enrollment details.

The further details of the course such as information brochure, schedule, syllabus etc. will be available on the college website also.

Priyanka Khuntia.

HOD, Department of

Library SciencePrincipal,

Sd/-
Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia
Principal

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

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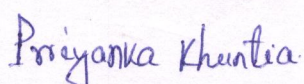
Department of Central Library

Certificate Course Name Resource Description
Session: (2022-2023...)

List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
01	RAJIB BAURI	220000799	2	Rajib Bauri
02	EMELY SOREN	220001142	2	Emely Soren.
03	TRISHNA MANDAL	220001524	2	Trishna Mandal
04	BOBITA TUDU	220000583	2	Bobita Tudu
05	LIPIKA BANERJEE	220000181	2	Lipika Banerjee.
06.	NISHA BAURI	220000442	2	Nisha Bauri
07.	APARNA GORAI	210000664	4	Aparna Gorai
8.	SUDESHNA PAL	210000120	4	S. Pal


Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari • Neturia • Purulia


Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA

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Department of Central Library

Certificate Course : Certificate Course on Resource Description
Session: (20.22...-20.23.....)

Attendance Sheet

Sr. No.	Name of Student	Day and Month															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
01	Rajib Bawri	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
02	Emely Soren	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
03	Trishna Mandal	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
04	Bobita Tudu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
05	Lipika Banerjee	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
06	NISHA BAURI	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
07	Aparna Ghorai	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	
08	Sudeshna Pal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	


Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia


Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

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Department of ... Central Library

Certificate Course:

..... Certificate Course on Resource Description

Session: (20.22....-20.23..)

Result

Full Marks:

Sr. No.	Name of Student	Marks Obtained
01	Rajib Bawri	A
02	Emely Soren	A
03	Trisha Mandal	B
04	Bobita Tudu	B
05	Lipika Banerjee	B
06	Nisha Bawri	A
07	Aparna Ghorai	A
08	Sudeshna Pal	A

Pratibha Khuntia

Signature
Course Coordinator



Affiliated to Sidho Kanho Birsha University, Purulia
PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Add On/ Certificate Course

Organized by: Department of Central Library

CERTIFICATE OF COMPLETION

Session: (20.22..-20.23.)

This is to certify that Mr./Ms RAJIB BAURI.....
of Department has successfully completed Add

On/Certificate course entitled:

Certificate Course on Resource Description.....
for session 2022-2023.....

Prigyanika Khuntia.

Course Coordinator

Prigyanika Khuntia.

HOD (Organizing Dept)

Sd/-

Principal

Principal

PANCHAKOT MAHAVIDYALAYA
Sarbari-Neturia-Purulia