

**PANCHAKOT MAHAVIDYALAYA**  
**SARBARI, NETURIA, PURULIA**

Affiliated to Sidho Kanho Birsha University, Purulia



**Central Library**

Add-on/ Certificate Course

**Certificate Course in Library Science**

Session: 2021-2022



# Brochure



## Panchakot Mahavidyalaya

SARBARI, NETURIA, PURULIA, WEST BENGAL

### Certificate Course in Library Science

#### Add On Course, Central Library

Duration: 32 hrs.

For detailed schedule log-on to: [www.panchakotmv.ac.in](http://www.panchakotmv.ac.in)

Course Coordinator: Priyanka Khuntia, Librarian, Central Library

#### Expected Outcome of the course

Design and develop knowledge-organization systems.

Create reader's advisory resources to encourage young students to develop a lifelong love of reading and learning.

Students will identify and implement effective uses of library and information technology media.

This course familiarizes students with the data base management, collection management, information systems and technology, research methods, users studies, cataloging, and classification, preservation, referencing etc.

#### Course Content

➤ Module 1 (8 hours): Introduction to Library and Information Sciences, Library and Society

➤ Module 2 (8 hours): Knowledge Organisation: Classification (Theory), Knowledge Organisation: Cataloguing (Theory), Library resources acquisition and processing

➤ Module 3 (8 hours): School and Media Librarianship, Public Library System, Library records, Management of Library and Information Centres

➤ Module 4 (8 hours): Computer application in Libraries, Basics of Information and Communication Technology, Information Sources and Services, Soft Skills for Library Professionals



To  
The Principal  
Panchakot Mahavidyalaya  
Sarbari, Neturia, Purulia

Applicant: Priyanka Khuntia, Central Library

Subject: Proposal for 'Certificate Course in Library Science' for the session 2021-2022

Respected Sir,

I am requesting you to check the course details which the central library of Panchakot Mahavidyalaya is going to offer the college students of the session 2021-2022. The title of the course is 'Certificate Course in Library Science'. This course familiarizes students with the database management, collection management, information systems and technology, research methods, user studies, cataloging, classification, preservation and referencing etc.

I humbly request you to sanction the above-mentioned add on course.

Date: 22/04/2022

Place: Sarbari

Priyanka Khuntia.

Yours sincerely,

Librarian, PKMV

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



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

### Proposal for conducting Short Term Certificate Courses Session: (2021-2022)

#### 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: Central Library

#### 2. Details of the course proposed:

- I. Name of the course: Certificate Course in Library Science
- II. Target participants: Undergraduate students from any stream
- III. Duration of the course: 32 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

MLLSc

#### 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

MLLSc

#### 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**

Affiliated to Sidho Kanho Birsha University, Purulia

### **Central Library**

### **Certificate Course in Library Science**

**Syllabus (2021-2022)**

**Duration: 32hrs**

#### **Course Content**

- Module 1 (8 hours): Introduction to Library and Information Sciences, Library and Society
- Module 2 (8 hours): Knowledge Organisation: Classification (Theory), Knowledge Organisation: Cataloguing (Theory), Library resources acquisition and processing
- Module 3 (8 hours): School and Media Librarianship, Public Library System, Library records , Management of Library and Information Centres
- Module 4 (8 hours): Computer application in Libraries, Basics of Information and Communication Technology, Information Sources and Services, Soft Skills for Library Professionals

**Assessment:** Written Test and/or Viva-Voce

*Priyanka Khuntia.*

Signature  
Course Coordinator



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

### Central Library

#### Certificate Course in Library Science

#### Session: (2021-2022)

**Course coordinator:** Priyanka Khuntia, Librarian, Central Library, Panchakot Mahavidyalaya

### Details of the Course

**Course Objective:** This course is designed for those who are interested in learning about the Library and Society, Library resources acquisition and processing, Library records, and Computer Applications in Libraries. The objective of the course is to create reader advisory resources to encourage young students to develop a lifelong love of reading and learning.

### 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 2
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 3
10	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 3
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 4
14	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 4
15	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 4
16	02	4:00-6:00 PM	PK	Dept ofLibrary Science	Module 4

**Expected Outcome:**Design and develop knowledge-organization systems.Create reader advisory resources to encourage young students to develop a lifelong love of reading and learning.Students will identify and implement effective uses of library and information technology media.This course familiarizes studentswith database management, collection management, information systems and technology, research methods, user studies, cataloging,and classification, preservation, referencing, etc.

*Priyanka Khuntia.*

Signature  
Course Coordinator



**PANCHAKOT MAHAVIDYALAYA**  
**SARBARI, NETURIA, PURULIA**

Affiliated to Sidho Kanho Birsha University, Purulia

Central Library  
Certificate Course in Library Science

Session: (2021-2022)

Ref No:

Date: 28.04.2022

**Notice**

The Central Library at Panchakot Mahavidyalaya is pleased to announce upcoming add-on/Certificate course on Library Science from 5/05/2022 to 30/05/2022. If you're interested in enhancing your skills and knowledge in this field, we encourage you to reach out to the Librarian, Central Library, PKMV for more information and enrollment in the course.

The details of the course module, schedule, and duration are also available on college website.

*Prisjanika Khuntia.*

Librarian, Central Library

*SDP*  
Principal  
PANCHAKOT MAHAVIDYALAYA  
Sarbari • Neturia • Purulia  
Principal,

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia


Department of Central Library

Certificate Course Name Certificate Course in Library Science  
Session: (20.21.-20.22..)

### List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
1	PIJUSH CHAKRABORTY	210000577	2	Pijush Chakrabarty
2	SUDESHNA PAL	210000120	2	S. Pal
3	APARNA GORAI	210000464	Sem 2	Aparna Gorai
4	KHAMA GOPE	210000495	11	Khama Gope
5	IRFAN ANSARY	210000151	2	Irfan Ansari
6	PUJA TANTUBAY	2020012287	2	Puja Tantubay

  
Principal  
PANCHAKOT MAHAVIDYALAYA  
Sarbari • Neturia • Purulia

  
Signature  
Course Coordinator



**PANCHAKOT MAHAVIDYALAYA  
SARBARI, NETURIA, PURULIA**

Affiliated to SidhoKanho Birsha University, Purulia

Department of Central Library

Certificate Course : Certificate Course in Library Science

Session: (20.21.....-20.22.....)

**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
1	PIJUSHI CHAKRABORTY	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
2	SUDESHNA PAL	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
3	APARNA GORAI	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
4	KHAMA GOPE	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
5	IRFAN ANSARY	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
6	PUSA TANTUBAY	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

*Signature*

Principal

PANCHAKOT MAHAVIDYALAYA  
Sarbari-Neturia-Purulia

*Signature*

Course Coordinator



# PANCHAKOT MAHAVIDYALAYA

## SARBARI, NETURIA, PURULIA

Affiliated to SidhoKanho Birsha University, Purulia

Department of Central Library

Certificate Course:


Certificate Course in Library Science

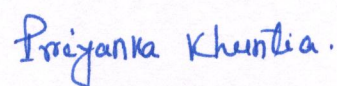
Session: (20.21.....-20.22..)

### Result

Full Marks:

Sr. No.	Name of Student	Marks Obtained
1	PIJUSH CHAKRABORTY	A
2	SUDESHNA PAL	A
3	APARNA GORAI	A
4	KHAMA GOPE	A
5	IRFAN ANSARY	B
6	PUJA TANTUBAY	A

  
Principal  
PANCHAKOT MAHAVIDYALAYA  
Sarbari-Neturia-Purulia

  
Signature  
Course Coordinator





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

Organized by: Department of Central Library

**CERTIFICATE OF COMPLETION**

Session: (20.21...-20.22..)

This is to certify that Mr./Ms PIJUSH CHAKRABORTY.....  
of Geography (Hons.)..... Department has successfully completed Add

On/Certificate course entitled:

Certificate course in Library Science.....  
for session .....

Priganka Khuntia.

Course Coordinator

Priganka Khuntia.

HOD (Organizing Dept)

Self

Principal

Principal

**PANCHAKOT MAHAVIDYALAYA**  
Sarbari-Neturia, Purulia