



केन्द्रीय विद्यालय संगठन, नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI

प्रतिवेदन एवं संदर्भ निर्देशिका
पुस्तकालयाध्यक्ष हेतु 21 दिवसीय सेवाकालीन पाठ्यक्रम

Report-cum-Reference Manual
21 DAY IN-SERVICE COURSE FOR LIBRARIANS

25 April to 15 May 2022

VENUE

**ZONAL INSTITUTE OF EDUCATION & TRAINING
MYSORE**



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REPORT -CUM- REFERENCE MANUAL

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21 -DAY IN-SERVICE COURSE FOR LIBRARIANS

(25th April 2022 – 15th May 2022)

स्थल/Venue

के वि संगठन आंचलिक शिक्षा एवं प्रशिक्षण संस्थान
जी आई टी बी प्रेस कैम्पस, सिद्धार्थनगर, मैसूर-570011

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COURSE DIRECTOR & DIRECTOR (I/c)
KVS ZIET, Mysore

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Smt. M Bhagyalakshmi
Principal, KV BRBNMPL, Mysore

Course Coordinator

Mr. D K Singh,
Librarian, ZIET Mysore

Associate Course Coordinator

Mrs. Rumma Raina
TA Economics, ZIET Mysore

RESOURCE PERSONS

Smt. Archana Shrivastava
KV Bairagarh, Bhopal Region

Sri Mujib Rahiman K U
KV Kanjicode, Ernakulum Region

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FOREWORD

KVS is a pace setting institution that conducts In-service courses for its staff to keep them updated as per the latest trends in the field of school education. The adaptation of technology has been extended to KV libraries to make it automated in order to avoid duplication of work and make the library service smooth and effective. The changing information seeking behaviour of the users has put a challenge in front of librarians for quick, relevant & authentic delivery of library services. Hence, the In-service course for Librarians is designed to help the librarians in acquiring the technical knowledge towards automating the library and create digital resources to be made available to the students.

The Librarians in Kendriya Vidyalayas provide not only digital books, e-materials, audio-video books etc., but also have a much bigger role to play in the capacity of teacher guides, technical experts and true motivators to the students. To ensure the implementation of KVS Library policy in letter and spirit, a 21 day In-service course for the session 2021-22 was organised for the benefit of Teacher Librarians at ZIET Mysore. The programme purely focussed on updating the skills of teacher librarians in the effective use of E-Granthalaya software and developing ICT Skills. To achieve the objectives of the course, professionals from the field of Library and Information Science were invited for lecture cum demonstration sessions. A visit to SDM IDM Institute and Central Library of University of Mysore was arranged to apprise the participants of the latest technologies being used in the field of Library Science.

The participants who were a mixture of youth and experience displayed high level of enthusiasm, interest and involvement in the entire process of learning. The in-house training team of the KVS consisting of Associate Course Director Mrs. M. Bhagya Laxmi (Principal, KV BRBNMPL, Mysore), Associate Course Coordinator Mr. D.K. Singh (Librarian, ZIET Mysore), Associate Course Coordinator Mrs. Rumma Raina (TA Economics), Resource Person Mrs. Archana Srivastava (Librarian, KV Bairagarah, Bhopal Region) & Resource Person Mr. Mujib Rahiman (Librarian, KV Kanjikode, Ernakulam Region) deserve appreciation for their dedicated hard work & spirited co-operation in the successful conduct of the course.

Wish all of you years of learning and sharing.



(SIRIMALA SAMBANNA)
Course Director & Director I/c.
KVS ZIET Mysore

Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life.

– Sidney Sheldon

LIST OF PARTICIPANTS

Sl.no	Name of Teacher	Name of KV	Region
1	Ms. SAJITHA NAIR	KVASC CENTRE,	BANGALORE
2	Mr. DEVENDRA KUMAR BHARDWAJ	K. V. MORENA	BHOPAL
3	Ms. HUSNA BANO	KV DATIA	BHOPAL
4	Mrs. SHALINEE SINGH RATHORE	NO.1 GWALIOR	BHOPAL
5	Mr. PRATEEK ASATI	KV BNP DEWAS	BHOPAL
6	Mr. DHIRENDRA KUMAR PATRA	KV PURI	BHUBANESWAR
7	Mr. MUKESH PATHI	K V HINJILICUT	BHUBANESWAR
8	Ms. MANDAKINI TRIPATHY	KV GAJAPATI	BHUBANESWAR
9	Mr. MANOJ SINGH RAWAT	KV BAGESHWAR	DEHRADUN
10	Mr. MOHAMMAD MUDASSIR	KV NO.2, NHPC BANBASA	DEHRADUN
11	Mr. NAVEEN KUMAR	KV BHEL HARIDWAR	DEHRADUN
12	Mr. SHIVENDRA KUMAR SINGH	KV KHATIMA	DEHRADUN
13	Mrs. ANJALI VERMA	KV NARELA	DELHI
14	Mr. AUGUSTINE K I	KV CHENNEERKARA	ERNAKULAM
15	Mr. PRAKASAN MAVILA	THALASSERY	ERNAKULAM
16	Ms. MANYA R GOPAL	KV PANGODE	ERNAKULAM
17	Mr. NEERAJ KUMAR SINGH	AFS DIGARU	GUWAHATI
18	Ms. MITA BRAHMA	NEW BONGAIGAON	GUWAHATI
19	Mr. KAILASH DAN KAVIYA	KV 2 JODHPUR	JAIPUR
20	Mr. ANANDA DAS	KV COOCHBEHAR	KOLKATA
21	Ms. KAJAL SINGH	K V NO 2 SALT LAKE	KOLKATA
22	Mr. MURARI KUMAR CHAUDHARY	KV SANTRAGACHI	KOLKATA
23	Mrs. SOMA DAS	K V BANDEL	KOLKATA
24	Mr. NANDA KISHORE SAHA	KV DAKSHIN DINAJPUR	KOLKATA
25	Mr. R K DOLAI	BAMANGACHI	KOLKATA
26	Mr. SHANKAR K SONULE	KV ISP NASIK ROAD,	MUMBAI
27	Ms. VIDYA HIWRALE	KV NMU JALGAON	MUMBAI
28	Mr. P R K SINGH	DEHUROAD NO 2	MUMBAI
29	Mr. ANIRUDH PRASAD	C.C.L., RANCHI	RANCHI
30	Mr. BINOD KUMAR	KV NO.3, BOKARO	RANCHI
31	Mr. KUMAR TRIDEVENDRA SINGH T.	GODDA	RANCHI
32	Mr. SHASHI B KUMAR	K V HINOO, 1ST SHIFT,	RANCHI
33	Ms. SITA HEMBROM	K.V. HAZARIBAG	RANCHI
34	MR. VAIBHAV SACHAN	KV AMBASSA(DHALAI))	SILCHAR

Zonal Institute of Education and Training, Mysore

21-Day In-Service Course for TGT Librarians (25 april 2022 to 15 May 2022)

TIME TABLE

DATE/DAY	PRAYER 9:00 AM-9:30 AM	SESSION I 9:30 AM-11:00 AM	SESSION II 11:15 AM-01:00 PM	SESSION III 2:00 PM-3:30 PM	SESSION IV 3:45 PM-5:30 PM		
DAY-1 25-04-2022 MONDAY	REGISTRATION	INAUGURAL FUNCTION	ICE BREAKING SESSION GROUP FORMATION & GENERAL INSTRUCTIONS	DIGITAL LIBRARY TECHNOLOGY AND TRENDS BY MUJIB RAHIMAN RP-2	PRE- TEST		
DAY-2 26-04-2022 TUESDAY	ASSEMBLY PROGRAMME	LIBRARIANS RESPONSIBILITIES Wrt NEP2020 ARCHANA SRIVASTAVA(RP-1)	SOCIAL MEDIA AND LIBRARY SERVICES: TOOL AND TECHS - DR SUNIL M.V (SDM IDM) (GL-1)	GENDER SENSITIZATION MS. RUMMA RAINA TA (ECONOMICS)	INSTRUCTIONS FOR EVALUATION CRITERIABY DKS(CC)		
DAY-3 27-04-2022 WEDNESDAY	ASSEMBLY PROGRAMME	INTRO DUCATION ON BLOG MR (RP-2)	CCS CONDUCT RULES BK JHA TA (PRIMARY)	E-GRANTHALAYA: COMPLETE APPROACH AND FAQ'S DK Singh - CC	PRACTICAL SESSION ON E -GRANTHALAYA DK Singh - CC		
DAY-4 28-04-2022 THURSDAY	ASSEMBLY PROGRAMME	TRENDS IN CATALOGUING. PROF. HARINARAYAN (UOM) (GL-2)	GOOGLE SITES: HOST YOUR LIBRARY WEBSITE MR-RP-2	EFFECTIVE COMMUNICATION SKILLS IN ENGLISH PART-1 M. RAJENDRAN TA (ENG)	HANDS ON SESSION ON DIGITAL LIBRARY MR-RP-2		
DAY-5 29-04-2022 FRIDAY	ASSEMBLY PROGRAMME	FIRE SAFETY MEASURES IN SCHOOLS MR. GANGA NAIK DFO(GL-3)	PROFESSIONAL ETHICS S MURUGAN TA (HISTORY)	HANDS ON SESSION ON BACKUP OF DATABASE OF E - GRANTHALAYA DKS- CC	PRACTICAL SESSION ON E -GRANTHALAYA 3.0 DKS (CC)		
DAY-6 30-04-2022 SATURDAY	ASSEMBLY PROGRAMME	INCLUSIVE EDUCATION" BY SHRI. KL NAGARAJU(GL-4)	EFFECTIVE COMMUNICATION SKILLS IN ENGLISH PART-2 M. RAJENDRAN TA (ENG)	HANDS ON SESSION ON BACKUP OF DATABASE OF e- GRANTHALAYA DKS- CC	PRACTICAL SESSION ON E -GRANTHALAYA 3.0 DKS (CC)		
DAY-7 01-05-2022 SUNDAY	ASSEMBLY PROGRAMME	DIGITAL LITERACY AND CYBER SECURITY MR RP-2	LIBRARIAN: NOW A CYBRARIAN AS(RP-1)	PROJECT WORK: INTERNET RESOURCES	PROJECT WORK: INTERNET RESOURCES		
DAY-8 02-05-2022 MONDAY	ASSEMBLY PROGRAMME	NEWSLETTER DESIGNING USING MS PUBLISHER MR(RP-2)	POCSO PROF (DR) K.S SURESH (GL-5)	SPOKEN ENGLISH M. RAJENDRAN TA (ENG)	DEMO LESSONS BY PARTICIPANTS		
DAY-9 03-05-2022 TUESDAY	ASSEMBLY PROGRAMME	KV LIBRARIES: TODAY AND TOMORROW AS (RP-1)	GROUP DISCUSSION ON PREVIOUS SESSIONS	INTELLECTUAL PROPERTY RIGHTS/COPY RIGHTS DR. PRAKASH KSOU (GL-6)	MID-TEST		
DAY-10 04-05-2022 WEDNESDAY	ASSEMBLY PROGRAMME	SCHOOL LIBRARIANS AS AN INFORMATION SCIENTIST AND TECHNOLOGY ALLIES DR. P SARASWATHY (UOM) GL-7)	AEP HARI SHANKAR-TA (HINDI)	IT TIPS AND TRICKS FOR LIBRARIANS DKS (CC)	SEARCH STRATEGY BY DKS (CC)		
DATE/DAY	PRAYER 9:00 AM-9:30 AM	SESSION I 9:30 AM-11:00 AM	SESSION II 11:15 AM-01:00 PM	SESSION III 2:00 PM-3:30 PM	SESSION IV 3:45 PM-5:30 PM		
DAY-11 05-05-2022 THURSDAY	← LOCAL EDUCATIONAL TRIP →						
DAY-12 06-05-2022 FRIDAY	ASSEMBLY PROGRAMME	FIRST AID IN SCHOOLS DR. YOGESH R, KR HOSPITAL (GL-8)	"Planning and Organisation of a Classroom Library MI TA (PRIM)	EFFECTIVE ORGANISATION OF LIBRARY PERIOD AS(RP1)	DEMO LESSONS BY PARTICIPANTS		
DAY-13 07-05-2022 SATURDAY	ASSEMBLY PROGRAMME	SCRAP BOOK DK SINGH (CC)	SCOUT AND GUIDE ACTIVITIES KP SUMA	FINANCILA NORMS SH.K.N. SHESHAGIRI FO KVS RO BGR	FINANCILA NORMS SH.K.N. SHESHAGIRI FO KVS RO BGR		
DAY-14 08-05-2022 SUNDAY	ASSEMBLY PROGRAMME	SUGGESTED LIBRARY ACTIVITIES AS(RP-1)	OPEN EDUCATIONAL RESOURCES IN SCHOOL LIBRARIES MR NAGRAJA, RIE MYSORE (GL-9)	BLOGGER PAGE CREATION MR RP(2)	HANDS ON BLOGGER PAGE CREATION MR RP(2)		
DAY-15 09-05-2022 MONDAY	ASSEMBLY PROGRAMME	BLOG MR(RP-2)	EG4.0 BY NIC BANGLORE	STUDY TOUR	GROUP WORK SCRAP BOOK		
DAY-16 10-05-2022 TUESDAY	ASSEMBLY PROGRAMME	TEACHERS DIARY AS (RP1)	LEARNING DISABILITY JAYSHREE FROM AIISH (GL-10)	DEMO LESSONS BY PARTICIPANTS	DEMO LESSONS BY PARTICIPANTS		
DAY-17 11-05-2022 WEDNESDAY	ASSEMBLY PROGRAMME	STRESS MANAGEMENT IN SCHOOLS P SELVAMANI TA (GEO)	DEMO LESSONS BY PARTICIPANTS	LIBRARY MANAGEMENT: ACQUISITION TO CONDEMNATION	GROUP WORK: ONLINE WEB RESOURCES		
DAY-18 12-05-2022 THURSDAY	ASSEMBLY PROGRAMME	WAKELET: AN ONLINE TOOL FOR LIBRARIANS D K SINGH(CC)	LIBRARY POLICY MR (RP2)	GROUP WORK:PREPARATION OF SCRAP BOOK	GROUP WORK: :PREPARATION OF SCRAP BOOK		
DAY-19 13-05-2022 FRIDAY	ASSEMBLY PROGRAMME	DISCUSSION ON SESSIONS TAKEN RP2	POST TEST	GENERATING CERTIFICATES USING CERTIFY'M	PRACTICAL SESSION		
DAY-20 14-05-2022 SATURDAY	ASSEMBLY PROGRAMME	BLOG EMBEDDING AND CREATION OF CERTIFICATE MR (RP2)	HANDS ON SESSION ON WAKELET D K SINGH(CC)	COMPILATION OF GROUP WORK	COMPILATION OF GROUP WORK		
DAY-21 15-05-2022 SUNDAY	ASSEMBLY PROGRAMME	BOOK REVIEW & READING HABIT MR RP (2)	EXHIBITION BY PARTICIPANTS	OPEN FORUM PLEINARY SESSION	VALEDICTION		
ASSEMBLY PROGRAMME	1. KV PRAYER	2. PLEDGE	3.THUGHT	3.NEWS	4.SESSION WISE REPORT OF PREVIOUS DAY	5.SPECIAL ACTIVITY	6. INSTRUCTIONS FOR THE DAY

PARTICULARS OF GUEST EXPERTS

S. No.	NAME AND DESIGNATION OF THE GUEST LECTURER	TOPIC
1	Dr. Sunil M. V., Librarian, SDM IMD, Mysore	Social media and library services: Tools and techniques
2	Prof (Dr.) Hari Narayana DLIS, Mysore University	Trends in Cataloguing
3	Shri. J. Ganga Naik	Fire Safety Measures in Schools
4	K L Nagaraju, Assistant Commissioner (Rtd),	Inclusive Education
5	Prof. K S Suresh	POCSO
6	Dr. K Prakash, KSOU, Mysore	Intellectual Property Rights/ Copyrights
7	Dr. P Saraswathy Librarian, UOM	School librarians as an Information Scientist and Technology Allies
8	Dr. Yogesh R, K R Hospital, Mysore	First Aid in Schools
9	Mr. S. Nagaraja, RIE Mysore	Open Educational Resources in School Libraries
10.	Dr. Jayasree C Shanbal, Head TCPD, AIISH, Mysore	Learning Disabilities
11	Sh K N Sheshagirirao FO RO Bangalore	Financial Norms and Procedures
12	Smt. K P Suma, TGT English, KV BMBPRL	Scouting and Guiding in KVS

FACULTY MEMBERS AND TOPICS

Sl.No	Name	Topic
1.	Smt. Rumma Raina, TA Economics, ZIET Mysore	Gender Sensitization
2.	Shri. BK Jha, TA Primary, ZIET Mysore	CCS Conduct Rules
3.	Shri. M Rajendran, TA English, ZIET Mysore	Effective Communication: Skills in Education
4.	Shri.S Murugan, TA History, ZIET Mysore	Professional Ethics
5.	Shri. Madhusudan Indavar, TA Primary, ZIET Mysore	Planning and Organization of Class Library
6.	Shri. Hari Sankar, TA Hindi, ZIET Mysore	Rajbhasha Hindi
7.	Shri. P. Selvamani, TA Geography, ZIET Mysore	Stress Management

SESSIONS BY COORDINATOR & RESOURCE PERSONS

Sl.no	Name	Topic
1.	Mr. D K Singh, Course Coordinator & Librarian, ZIET Mysore	<ul style="list-style-type: none"> ❖ Criteria of assessment of ISC TGT(Librarian) Participants ❖ E-granthalaya: Complete Approach with hands on sessions and FAQs ❖ Practical Sessions on E-granthalaya ❖ Wakelet : an online tool for Librarians ❖ Internet Search Strategy ❖ IT: Important Tips and Tricks
2.	Mr. Mujib Rahiman, K U Librarian, KV Kanjicode	<ul style="list-style-type: none"> • Digital Library: Technology and Trends • Google Sites: Host your library website • Social media in a Knowledge Society • Digital literacy and Cyber security • Cyber Security • Creating a library newsletter • Books Every Library Must Have • Google Search Console • How to Motivate Students to Read
3.	Smt. Archana Srivastava, Librarian, KV Bairagarh, Bhopal	<ul style="list-style-type: none"> • Classroom Management for School Libraries. • Role of librarian as cybrarian • Suggested library activities • Librarian's Diary • Librarian's responsibilities as per the NEP 2020 • Planning for a library period for 35 Minutes

COMMITTEES

EDITORIAL COMMITTEE/ संपादकीय समिति

S No.	Name of Teacher	Name of KV	Region
1.	Dr. MANYA R GOPAL (EDITOR)	KV PANGODE	ERNAKULAM
2.	Ms. SAJITHA NAIR (ASS. EDITOR)	KVASC CENTRE	BANGALORE
3.	Mr. MOHAMMAD MUDASIR	KV NO.2, NHPC BANBASA	DEHRADUN
4.	Mr. SHIVENDRA KUMAR SINGH	KV KHATIMA	DEHRADUN
5.	Ms. KAJAL SINGH	K V NO 2 SALT LAKE	KOLKATA
6.	Ms. HUSNA BANO	KV DATIA	BHOPAL
7.	Mr. SHANKAR K SONULE	KV ISP NASIK ROAD,	MUMBAI

NEWSLETTER COMMITTEE/ न्यूज़लेटर समिति

S No.	Name of Teacher	Name of KV	Region
1.	Mr. MOHAMMAD MUDASIR (EDITOR)	KV NO.2, NHPC BANBASA	DEHRADUN
2.	Mr. SHIVENDRA KUMAR SINGH (ASS.EDITOR)	KV KHATIMA	DEHRADUN
3.	Mr. SHANKAR K SONULE	KV ISP NASIK ROAD,	MUMBAI

CULTURAL COMMITTEE/ सांस्कृतिक समिति

S No.	Name of Teacher	Name of KV	Region
1.	Mrs. ANJALI VERMA (I/C.)	KV NARELA	DELHI
2.	Mr. KAILASH DAN KAVIYA	KV 2 JODHPUR	JAIPUR
3.	Mr. R K DOLAI	BAMANGACHI	KOLKATA
4.	Mrs. SHALINEE SINGH RATHORE	NO.1 GWALIOR	BHOPAL
5.	Ms. MANDAKINI TRIPATHY	KV GAJAPATI	BHUBANESWAR
6.	Mr. MOHAMMAD MUDASSIR	KV NO.2, NHPC BANBASA	DEHRADUN
7.	Ms. HUSNA BANO	KV DATIA	BHOPAL

EXCURSION COMMITTEE/ भ्रमण समिति

Sl.No.	Name of Teacher	Name of KV	Region
1.	Mr. PRAKASAN MAVILA (I/C.)	THALASSERY	ERNAKULAM
2.	Ms. MITA BRAHMA	NEW BONGAIGAON	GUWAHATI
3.	Mr. AUGUSTINE K I	KV CHENNEERKARA	ERNAKULAM
4.	Mr. MURARI K CHAUDHARY	KV SANTRAGACHI	KOLKATA
5.	Mr. DEVENDRA KUMAR BHARDWAJ	K. V. MORENA	BHOPAL
6.	Mr. MANOJ SINGH RAWAT	KV BAGESHWAR	DEHRADUN
7.	Mr. BINOD KUMAR	KV NO.3, BOKARO	RANCHI
8.	Mr. PRATEEK ASATI	KV BNP DEWAS	BHOPAL

MESS COMMITTEE/ भोजनालय समिति

S No.	Name of Teacher	Name of KV	Region
1.	Mr. NEERAJ KUMAR SINGH	AFS DIGARU	GUWAHATI
2.	Mr. SHASHI B KUMAR	K V HINOO, 1ST SHIFT,	RANCHI
3.	Ms. SITA HEMBROM	K.V. HAZARIBAG	RANCHI
4.	Mr. ANIRUDH PRASAD	C.C.L., RANCHI	RANCHI
5.	Mr. ANANDA DAS	KV COOCHBEHAR	KOLKATA
6.	Mr. KUMAR TRIDEVENDRA SINGH T.	GODDA	RANCHI
7.	Mr. NAVEEN KUMAR	KV BHEL HARIDWAR	DEHRADUN
8.	Mr. PRATEEK ASATI	KV BNP DEWAS	BHOPAL
9.	Mrs. ANJALI VERMA	KV NARELA	DELHI
10.	MR. VAIBHAV SACHAN	KV AMBASSA(DHALAI))	SILCHAR

GROUPS

GROUP 1 GROUP NAME: VEDA VYAS



S No.	Name of Teacher	Name of KV	Region
1	Mr. NEERAJ KUMAR SINGH (LEADER)	AFS DIGARU	GUWAHATI
2	Mr. ANANDA DAS	KV COOCHBEHAR	KOLKATA
3	Mr. DEVENDRA KUMAR BHARDWAJ	K. V. MORENA	BHOPAL
4	Mr. MANOJ SINGH RAWAT	KV BAGESHWAR	DEHRADUN
5	Mr. KUMAR TRIDEVENDRA SINGH T.	GODDA	RANCHI
6	Mrs. SOMA DAS	K V BANDEL	KOLKATA
7	Dr. MANYA R GOPAL	KV PANGODE	ERNAKULAM

GROUP 2
GROUP NAME: PREMCHAND



S No.	Name of Teacher	Name of KV	Region
1	Mr. PRAKASAN MAVILA (LEADER)	THALASSERY	ERNAKULAM
2	Mr. BINOD KUMAR	KV NO.3, BOKARO	RANCHI
3	Mr. MOHAMMAD MUDASSIR	KV NO.2, NHPC BANBASA	DEHRADUN
4	Mr. P R K SINGH	DEHUROAD NO 2	MUMBAI
5	Ms. HUSNA BANO	KV DATIA	BHOPAL
6	Ms. KAJAL SINGH	K V NO 2 SALT LAKE	KOLKATA
7	Ms. MITA BRAHMA	NEW BONGAIGAON	GUWAHATI

GROUP 3
GROUP NAME: RANGANATHAN



S No.	Name of Teacher	Name of KV	Region
1	Mr. R K DOLAI (LEADER)	BAMANGACHI	KOLKATA
2	Mr. KAILASH DAN KAVIYA	KV 2 JODHPUR	JAIPUR
3	Mr. NAVEEN KUMAR	KV BHEL HARIDWAR	DEHRADUN
4	Mr. SHASHI B KUMAR	K V HINOO, 1ST SHIFT	RANCHI
5	Mr. DHIRENDRA KUMAR PATRA	KV PURI	BHUBANESWAR
6	Mrs. SHALINEE SINGH RATHORE	NO.1 GWALIOR	BHOPAL
7	Ms. VIDYA HIWRALE	KV NMU JALGAON	MUMBAI

GROUP 4
GROUP NAME: RABINDRANATH TAGORE



S No.	Name of Teacher	Name of KV	Region
1	Mr. PRATEEK ASATI (LEADER)	KV BNP DEWAS	BHOPAL
2	Mr. MURARI K CHAUDHARY	KV SANTRAGACHI	KOLKATA
3	Mr. SHANKAR K SONULE	KV ISP NASIK ROAD,	MUMBAI
4	Mr. SHIVENDRA KUMAR SINGH	KV KHATIMA	DEHRADUN
5	MR.VAIBHAV SACHAN	KV AMBASSA(DHALAI))	SILCHAR
6	Ms. MANDAKINI TRIPATHY	KV GAJAPATI	BHUBANESWAR
7	Ms. SITA HEMBROM	K.V. HAZARIBAG	RANCHI

GROUP 5
GROUP NAME: APJ ABDUL KALAM



S No.	Name of Teacher	Name of KV	Region
1	Mr. NANDA KISHORE SAHA (LEADER)	KV DAKSHIN DINAJPUR	KOLKATA
2	Mr. ANIRUDH PRASAD	C.C.L.,RANCHI	RANCHI
3	Mr. AUGUSTINE K I	KV CHENNEERKARA	ERNAKULAM
4	Mr. MUKESH PATHI	K V HINJILICUT	BHUBANESWAR
5	Mrs. ANJALI VERMA	KV NARELA	DELHI
6.	Ms. SAJITHA NAIR	KVASC CENTRE,	BANGALORE

ASSIGNMENTS

GROUP ASSIGNMENT : LIBRARY POSTERS

GROUP 1	✓ BOOKS THAT MADE IN TO MOVIES ✓ PARTS OF A BOOK
GROUP 2	✓ AMAZING LIBRARIES ✓ DEWEY FOR KIDS
GROUP 3	✓ HISTORY OF BOOKS ✓ SHARE & CARE OF BOOKS
GROUP 4	✓ HOW TO SELECT A BOOK? ✓ DO'S AND DONT'S IN LIBRARY
GROUP 5	✓ TYPES OF BOOKS ✓ HOW TO WRITE A BOOK REVIEW?

INDIVIDUAL ASSIGNMENTS

LIBRARY NEWSLETTER

DIGITAL LIBRARY ON BLOGGER

SCRAP BOOK ON A TOPIC

LIBRARY QUOTES

INSTALLATION & DATA ENTRY IN E-GRANTHALAYA

DAILY REPORTS

DAY 1

25/04/22, MONDAY

The day started with the inaugural function by lighting the lamp by the chief guest Shri. Sambanna, Deputy Commissioner, Bangalore Region. In his address, he stressed the changing role of librarian and the importance of communication skills, personality development and 21st century soft skills which helps in developing the relation between the reader and the librarian. The Course coordinator Shri D K Singh, Librarian ZIET Mysore stated the course objective for ISC Librarian 2022 for the 21days program, how a library professional can become a progressive professional to full fill the KVS moto. A photo session was conducted with Director I/c and Deputy Commissioner and the participants. The course started with the ice breaking session where the participants were asked to introduce themselves and then the Resource Person Smt. Archana Srivastava divided the participants into 5 groups and assigned duties to various committees. The resource person Sri. Mujib Rahman took an interesting session on library technology and trends which helped the participants to get awareness regarding the creation of Digital Library. The Pretest was conducted for the participants to evaluate their professional knowledge and learning needs. After the test, Sri. Mujib Rahman took another interesting session on blog, its applications and utilities. The day's session ended with a brief description of various programs and activities for the remaining 20 days.



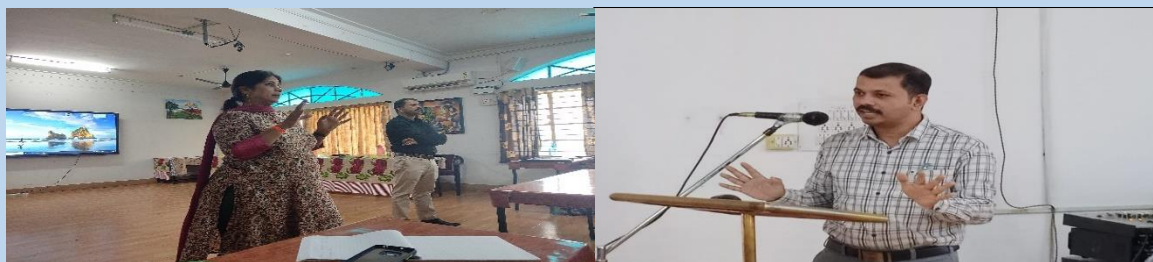
DAY 2

26/04/22, TUESDAY

The second day started at 9 am with the morning assembly by the Group 1 (Veda Vyas) participants with great vigor and team spirit. After that Smt. Rumma Raina gave an awareness to the participants to stay healthy and safe. It was followed by the session by Smt Archana Srivastava on the topic of librarian's responsibilities as per NEP2022. Through her interactive session, she explained the duties of librarian and how to manage

school libraries. The second session was conducted by the guest speaker Dr. Sunil MV, Librarian, Institute of Management Development, Mysore. In his lecture, he explained different aspects and new trends on the topic "Application of Social Media and Library Services". After lunch, the third session was conducted by Smt. Rumma Raina on the topic gender sensitization in the teaching learning process in the schools through which she ignited the mind of the learned librarians of different regions. The fourth session was taken by Sri. DK Singh, Librarian ZIET Mysore in which he discussed the criteria for assessment of in-service course. He instilled the seriousness

among the librarians through his talk. At last lottery was conducted for the demo classes.



DAY 3

27/04/22, WEDNESDAY

दिनांक २७/०४/२०२२ पुस्तकयाध्यक्षों के लिए आयोजित २१ दिवसीय प्रशिक्षण तृतीय दिवस दिन की शुरुआत प्रातः कालीन सभा से हुई |सभा की सम्पूर्ण व्यवस्था एवं सराहनीय गतिविधियों प्रमचंद समूह के द्वारा आयोजित कि गई| प्रातः कालीन सभा के उपरान्त मैडम रमा रैना, पाठ्यक्रम सह-समन्वयक ZIET, मैसूरू एक प्रभावशाली वक्ता होने की आवश्यकता, महत्व एवं प्रस्तुति के गुण सिखाये| इसके पश्चात श्रीमती एम भाग्यलक्ष्मी , प्राचार्या , के वि BRBNMPL, मैसूरू एवं सह-पाठ्यक्रम-निदेशक ने सभी प्रतिभागियों को प्रोत्साहित करते हुए सेवाकालीन प्रशिक्षण कि महत्ता बताई एवं अपने स्वास्थ्य का ध्यान रखने की आवश्यकता बताई| पाठ्यक्रम के प्रथम सत्र में श्रीमान मुजीब रहमान संसाधक द्वारा ‘ब्लॉगर ‘ विषय के सभी सैद्धांतिक एवं व्यावहारिक पक्षों को विस्तार से समझाया गया| उन्होंने ब्लॉगर की विशेषताएं , पोस्ट बनाने, साझा करने, व्यवस्थित कर्मीव अन्य क्षेत्रों का विस्तार से व्याख्या की | यह सत्र प्रभावशाली, ज्ञानवर्धक, संवाद पूर्ण एवं प्रश्नोत्तरी युक्त था| अगले सत्र का विषय “CCS(CONDUCT RULES) १९६४ श्री बी के झा, सह-प्रशिक्षक (प्राथमिक) ZIET, मैसूरू द्वारा कराया गया| श्री झा ने CCS(CONDUCT RULES) के विभिन्न नियमों को एक-एक करके बहुत ही सरल, रोचक, एवं व्यवहारिक पक्षों सहित व्याख्यान दी| भोजनावकाश सत्र में श्री डी के सिंह, (पाठ्यक्रम समन्वयक, ZIET, मैसूरू) ने “इ-ग्रंथालय” विषय का सैद्धांतिक एवं प्रदर्शन विधियों का समायोजन

करते हुए समझाया| उन्होंने “इ-ग्रंथालय” के सैद्धांतिक, तकनीकी, व्यावहारिक, एवं दैनिक उपयोग के दौरान उत्पन्न समस्याओं पर विस्तृत अध्यापन किया| सत्र के विशेष भाग FAQs के अहम् भाग में इ-ग्रंथालय से संबंधित सभी पक्षों पर व्यापक चर्चा की गयी|

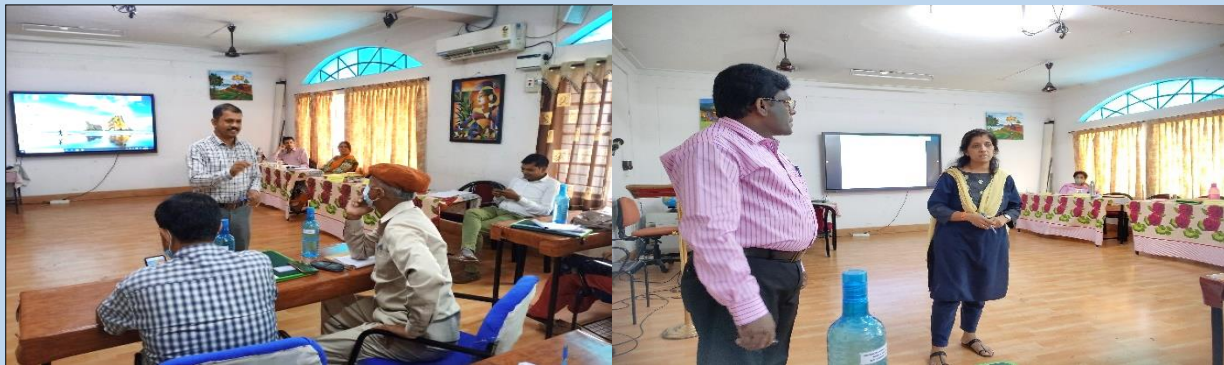


DAY: 4

28/4/22, THURSDAY

The fourth day started with the morning assembly by Group 3 (Ranganathan group) which was conducted with intense devotion and full team spirit. The assembly program was appreciated by the course coordinator as well as by the resource persons. The first session was by Prof. N. S Hari Narayana (Department of Library and Information Science,

University of Mysuru). His lecture was on the topic “Trends in cataloguing” in which he clearly discussed AACR2 and its latest version RDA. The second session was by the resource person Shri. Mujib Rahman who imparted more knowledge on Google sites and how to host your library websites. In the third session, Shri M Rajendran (Teacher Associate, English ZIET Mysore) discussed the topic on effective communication skills in English in which he conversed the importance of good communication skill for a librarian. The day ended with a hands-on session of digital library creation by Shri. Mujib Rahman.



The participants created their own digital library using Google sites.

DAY 5

29/4/22, FRIDAY

दिनांक २९.४.२२ को पांचवे दिन की शुरुआत टैगोर समूह के प्रार्थना से हुई। अंतर्राष्ट्रीय नृत्य दिवस के अवसर पर सभी ने नृत्य में भाग लिया। प्रथम सत्र की शुरुआत अतिथि श्री गंगा नायक, जिला अग्नि अधिकारी, मैसूर द्वारा की गई। उन्होंने आग के प्रकार, उनके नियंत्रण तथा अग्निशामक के प्रयोग के सभी पहलुओं पर विस्तृत रूप से जानकारी दी। द्वितीय सत्र की शुरुआत श्री एस मुरुगन, प्रशिक्षु सहयोगी (इतिहास), जीट मैसूर द्वारा व्यवसायिक नैतिकता पर की गई। उन्होंने जीवन और व्यवसायिक जीवन में नैतिकता के महत्व पर प्रकाश डाला। तीसरा सत्र श्री डी के सिंह, पाठ्यक्रम समन्वयक जीट मैसूर द्वारा लिया गया। उन्होंने ई-ग्रंथालय के इंस्टालेशन पर बहुत प्रभावी तरीके से जानकारी दी। तीसरा सत्र श्री डी के सिंह, पाठ्यक्रम समन्वयक जीट मैसूर द्वारा लिया गया।



DAY 6

30/4/22, SATURDAY

The day started with the assembly by Group 5 (APJ Abdul Kalam group). It was followed by a session on “Inclusive Education” by Shri. KL Nagaraju (Assistant Commissioner Rtd, Bengaluru Region). The guest speaker stressed the importance of including the groups with special needs into our educational system and the areas in which library can also be made a part of inclusive education. Soon after, the participants were carried away by the stirring session by Sri Rajendran (TA, ZIET Mysore) on communication skills and the ways to improve communication. It was truly an interactive session in which the participants were involved in group activities on communication in English. The third and the fourth session was a hands-on session on e-Granthalaya, and its installation which was helpful and most important to the participants.



DAY 7

1/5/22, SUNDAY

दिन की शुरुआत समूह एक के द्वारा आयोजित प्रार्थना सभा से हुई। प्रार्थना सभा में प्रस्तुत सभी कार्यक्रम काफी व्यवस्थित और प्रभावशाली ढंग से प्रस्तुत किए गए। विशेष कार्यक्रम के अंतर्गत विश्व मजदूर दिवस पर प्रस्तुत गीत “साथी हाथ बढ़ाना” काफी प्रभावशाली रहा।

पूर्वाह्न का पहला सत्र पाठ्यक्रम संसाधक श्री मुजीब रहमान जी के द्वारा लिया गया, जिसका विषय था “डिजिटल लिटरेसि एवं साइबर सेक्यूरिटी”। संसाधक महोदय ने इस जटिल विषय को काफी रोचक तरीके से प्रस्तुत किया प्रतिभागियों ने भी अपने अनुभवों को सबके साथ साझा किया। यह सत्र बड़ा ही ज्ञानवर्धक और इंटरैक्टिव था।

पूर्वाह्न का दूसरा सत्र पाठ्यक्रम संसाधिका श्रीमति अर्चना श्रीवास्तव जी के द्वारा लिया गया, जिसका विषय था “लाइब्रेरियन, अब एक साइब्रेरियन”। संसाधिका महोदया ने बताया कि हम सभी अब एक परंपरागत पुस्तकालय से तकनीक आधारित

पुस्तकालय कि ओर तेजी से बढ़ रहे है। तकनीक के उचित उपयोग के कारण अब हमारे काम करने के तरीके मे अमूल – चूल परिवर्तन आ रहा है। बदलते परिवेश मे अपनी जिम्मेदारियों और कर्तव्यो के निर्वाह के बारे मे भी विस्तार से चर्चा हुई चर्चा काफी उपयोगी, रोचक, और सार्थक रही।

भोजनावकाश उपरांत अपराहन सत्र मे सभी प्रतिभागियों को उनके परियोजना संबंधी कार्यकलाप करने थे। प्रतिभागियों ने पुस्तकालय और इंटरनेट के माध्यम से परियोजना संबंधी महत्वपूर्ण जानकारी एकत्रित कि और इनको अपने परियोजना मे समाहित भी किया। इस प्रकार दिनांक 01 मई 2022 का दिन पाठ्यक्रम मे काफी उपयोगी, ज्ञानवर्धक और सार्थक रहा।

DAY 8

2/5/22, MONDAY

The day started with a wonderful morning assembly, which was presented by Premchand group. The first session of the day was taken by Shri. Mujib Rehman, Resource Person of the course in the topic “Newsletter Designing using MS Publisher”. He covered all aspects like, design using templates, page insert & deletion, boxes, border, edit, pasting, pagination, convert in PDF, publish etc. The session was application oriented and function oriented using demonstration method. The second session was taken by Prof. K. S. Suresh, JSS Law College, Mysore on the topic Protection of Children from Sexual Offences Act, (POCSO) 2012. Prof. Suresh defined legal terminologies like- Child, Rights of children, Child related Abuses & offences in detailed using easy terms. He then focused in detail on aims & objectives of POCSO, pre-POCSO regime provisions, 5 Sexual offences under POCSO, reporting, investigation, trial and punishment for different types of offences in various situations. Post lunch session was taken by Mr. M. Rajendran Sir, TA (English) ZIET Mysore on the topic Spoken English. He started with need of English for us and explained the importance of spoken English citing many examples. The last session was dedicated to the demo lessons by the participants and total 06 participants presented their smart and impressive lessons on different topics. The day ended with musical notes of two YouTube songs which really recharged all of us.



DAY 9

3/5/222 TUESDAY

दिनांक ०३/०५/२०२२ पुस्ताकालयध्यक्षों के लिए आयोजित २१ दिवसीय प्रशिक्षण का नौ वा दिवस था. दिन शुरुआत प्रातः कालीन सभा से हुई |सभा की सम्पूर्ण व्यवस्था एवं सराहनीय गतिविधियों रंगनाथन समूह के द्वारा आयोजित कि गई | प्रातः कालीन सभा के उपरान्त श्रीमती एम भाग्यलक्ष्मी , प्राचार्या , के वि BRBNMPL, मैसूरू एवं सह-पाठ्यक्रम-निदेशक ने सभी प्रतिभागियों को इद मुबारक और अक्षय तृतीया के उपलक्ष में सभी को शुभकामनाएं दी। सेवाकालीन प्रशिक्षण कि महत्व बताई एवं अपने स्वास्थ्य का ध्यान रखने की आवश्यकता बताई | मैडम रमा रैना, पाठ्यक्रम सह-समन्वयक ZIET, मैसूरू , इद की मुबारक शुभकामना देते हुए चले गये हम गाना प्रस्तुत किया। और अक्षय तृतीया के उपलक्ष में सभी को शुभकामनाएं दी | इसी क्रम में पाठ्यक्रम समन्वयक श्री डी के सिंह सर ने इतना जो मुस्कुरा रहे हो इस गाने के साथ ईद-मुबारक और अक्षय तृतीया के उपलक्ष में सभी को शुभकामनाएं दी। इसी क्रम में पाठ्यक्रम संसाधक श्रीमान मुजीब रहमान सर द्वारा ईद-मुबारक और अक्षय तृतीया की मंगल शुभकामना दी | इसके पश्चात पाठ्यक्रम के प्रथम सत्र में श्रीमती अर्चना श्रीवास्तव मॉडम ने “Kv libraries Today and tomorrow's” विस्तार से समझाया और ट्रेडिशनल से आधुनिक library में मॉडर्न टेक्निलॉजी का उपयोग करने से यूजर को कम समय में सेवा कैसी देने जा रही है। यह सत्र ज्ञानवर्धक, संवाद पूर्ण एवं प्रश्नोत्तरी युक्त रहा। भोजनावकाश सत्र के बाद अगले सत्र का में श्री प्रकाश KSOU सर ने “(Intellectual Property Right and Copy Right)” का समायोजन करते हुए समझाया। दैनिक उपयोग के दौरान उत्पन्न समस्याओं जैसे बुक्स खरीदने में डुप्लीकेट कॉपी खरीदी गई तो कौन उत्तरदाई किसी की होगी प्रतिभागियों में शिवेन्द्र सिंग सर के प्रश्नों का उत्तर प्रकाश सर ने सही जवाब दिया। अगर invoice Shop के नाम से होगा तो उत्तरदाई shopkeeper की हो गई। सर ने से सभी पक्षों पर व्यापक चर्चा की गयी। अंत में mid - test में सभी प्रतियोगिता ने भाग लिया जो थोड़ा कठिन था । यह सभी प्रतिभागियों ने शांति पूर्ण ढंग से परीक्षा दी।



DAY 10

4/5/22, WEDNESDAY

The day started with the morning assembly by Tagore group. The first session was taken by Dr. P Saraswathy, University Librarian, University of Mysore on the topic “Libraries as Information Specialist and Technology Allies”. She introduced about the use of school library in our society and the role of librarian as an information specialist. The second session was by Shri. Hari Sankar (TA Hindi, ZIET Mysore) on the topic Rajbhasha Hindi. He explained the importance, features and use of Hindi in KVS and about Rajbhasha

implementation. The third session started after the lunch break by Shri. D K Singh, Course Co-ordinator, ZIET Mysore on the topic IT tools and techniques. This practical session was efficient and effective and all participants learnt how to make our computer faster. The fourth session was about search strategies by D K Singh and the participants got an idea on how to search in google web page. The day ended with the instruction about tour by the resource persons.



DAY 11

5/5/22, THURSDAY

This was excursion day and all the participants, including the Coordinator, D K Singh, Associate Coordinator Rumma Raina and the resource persons Mrs Archana Srivastava and Mujib Rahiman took part and went for excursion. In the first half, Chamundi Temple, Shukvan, Hanuman Temple, Vishwa Museum, Bonsai Garden, Art Gallery and Mysore Palace were visited. In the second half, participants went to Philomena Church, Srirangapatnam, Balamuri Falls and Vrindavan Garden. All the places were beautiful, historically important and informative. All the Participants enjoyed the whole day with full spirit and enthusiasm.



DAY 12

6/5/22, FRIDAY

The 12th day started with the morning assembly by the APJ Abdul Kalam Group and the same was accelerated with the outline of activities by the course coordinator Shri. D K Singh.

The first session of the day started with the lecture of Dr. Yogesh R, K R Hospital, Mysore on the topic first aid. In this session, he stressed the importance of first aid in schools and the ways by which first aid can be given to students. The second session was by Shri. Madhusudan Indavar, TA(Primary), ZIET Mysore on the topic “Planning and Organisation of a Classroom Library”. He through his attractive slide presentation, explained in detail how a classroom library to be. The post lunch session was on the topic “Effective organisation of Library Period by the resource person Smt. Archana Srivastava. She suggested the activities to be taken during the library period and the participants were involved in the activity of “Freeze Zone”. In the last session of the day, the participants presented their demo of the best practices in their library.



DAY 13

7/5/22, SATURDAY

The day commenced with the assembly programme by Veda Vyas Group. Their assembly was on the theme of the birth day of Rabindranath Tagore and the assembly was very excellently executed. The first session started with the topic on school library activities by the resource person Smt Archana Srivastava. She explained different activities which we can be introduced in our school library and the session was interesting and informative. Smt. K P Suma, TGT English & HWB guides KV BRBNMPL MYSORE made the second session on scouting and guiding interesting through her interactive way. After Lunch Mr. KN Sheshadri Rao, Finance officer RO Bengaluru took an interesting interactive class on the welfare and benefits, pay & allowances other entitlements for KV teachers. In the discussion session he clarified all the doubts of participants and specified the rules and regulations of KVS to the reach of the participants.



14DAY

8/5/22, SUNDAY

दिनांक 08/मई/2022 पुस्ताकयाध्यक्षों के लिए आयोजित 21-दिवसीय सेवाकालीन- प्रशिक्षण का चौदहवां दिवस था | दिन की शुरुआत प्रातः कालीन सभा से हुई | सभा की सम्पूर्ण व्यवस्था एवं सराहनीय गतिविधियाँ प्रमचंद समूह के द्वारा आयोजित कि गई | सभा में मातृ-दिवस पर विशेष कार्यक्रम प्रस्तुत किया गया |

प्रातः कालीन सभा के उपरान्त मैडम रमा रैना, पाठ्यक्रम सह-समन्वयक ZIET, मैसूरू ने मातृ-दिवस पर अपनी भावना व्यक्त की एवं प्रतिदिन कि भांति पुस्तकालय पर एक सुविचार प्रस्तुत की | इसी क्रम में पाठ्यक्रम समन्वयक श्री डी. के. सिंह ने मातृ-दिवस पर अपने विचार रखे | श्री डी. के. सिंह ने अनुशासन एवं नैतिकता के महत्त्व को रेखांकित किया एवं के. वि. संगठन के मानक नियम एवं आचरण पालन करने की आवश्यकता पर बल दिया |

मैडम अर्चना श्रीवास्तव, संसाधक ने सभी प्रतिभागियों को मातृ-दिवस की शुभकामना दी एवं उन्होंने पाठ्यक्रम के प्रथम सत्र में 'सुझावात्मक पुस्तकालय गतिविधियाँ' विषय के विभिन्न आयामों को, उद्घरणों के साथ समझाया | इस सत्र में प्रतिभागियों द्वारा भी पुस्तकालय में कराये जानेवाले विभिन्न गतिविधियों को सभी के साथ साझा किया गया |

अगले सत्र में डॉ एस. नागराजा, उप- पुस्तकालयाध्यक्ष क्षेत्रीय शिक्षण संस्थान (RIE) मैसूरू द्वारा विद्यालय पुस्तकालय के लिए मुक्त शैक्षणिक संसाधन [Open Educational Resources (OERs) in School Libraries] विषय पर विस्तृत व्याख्यान दिया गया |

श्रीमान नागराजा ने मुक्त शैक्षणिक संसाधन की आवश्यकता, मुक्त शैक्षणिक संसाधन के लिए हुए आन्दोलन , पाँच आर., मुक्त शैक्षणिक संसाधन के लाभ, अंतर्राष्ट्रीय एवं राष्ट्रीय स्तर पर उठाये गए बड़े एवं प्रभावी कदम, मुक्त शैक्षणिक संसाधन प्लेटफॉर्म यथा- दीक्षा, निष्ठा, E-परीक्षा, भारतीय राष्ट्रीय डिजिटल पुस्तकालय, शोधगंगा, PM e-विद्या, MOOCs (मैसिव ओपन ऑनलाइन पाठ्यक्रम) एवं विद्यालय पुस्तकालयों के उपयुक्त मुक्त शैक्षणिक संसाधनों की विस्तृत जानकारी दी | व्याख्यान के दौरान ही अनेकों वेबसाइट्स का प्रदर्शन किया गया |

भोजनावकाश सत्र में श्रीमान मुजीब रहमान, संसाधक ने “ब्लॉगर- पेज, पोस्ट एवं साझा करने” विषय का सैद्धांतिक एवं प्रदर्शन विधियों का समायोजन करते हुए “ब्लॉगर” के तकनीकी, व्यावहारिक एवं विविध अग्रणी विकल्पों व विशेषताओं पर विस्तृत जानकारी साझा की।

दिन के अंतिम सत्र “ब्लॉगर- पेज, पोस्ट एवं साझा करने” के हैंड्स, ऑन-सत्र को जारी रखते हुए मुजीब सर ने “ब्लॉगर” के तकनीकी, व्यावहारिक एवं विविध विकल्पों यथा- पेज एवं पोस्ट बनाने, साझा करने, व्यवस्थित करने व अन्य क्षेत्रों का विस्तार से प्रयोग-प्रदर्शन विधियों से समझाया। सत्र के दौरान ‘इरफ़ान व्यू’ एवं ‘आर.एस.एस.’ का ब्लॉगर का साथ उपयोग किया गया। यह सत्र प्रभावशाली, ज्ञानवर्धक, संवाद पूर्ण एवं समस्या-समाधान युक्त रहा।

कल एक प्रतिभागी मैडम विद्या हिवराले का जन्म दिवस था। इस शुभ अवसर पर मैडम विद्या को प्रतिभागियों, संसाधक मैडम अर्चना श्रीवास्तव व श्रीमान मुजीब रहमान एवं पाठ्यक्रम समन्वयक श्री डी. के. सिंह ने शुभकामना एवं बधाई प्रेषित की। इस तरह प्रशिक्षण के चौदहवें दिवस का उद्देश्यपूर्ण एवं सफल समापन हुआ |

DAY 15

9/5/22, MONDAY



The day started with well managed morning assembly by the Ranganathan group and the assembly was full of energy. Session 1 was taken by Shri Mujib Rahiman, Resource person on the topic blog and it was in continuation with previous day. In this session he described about layout and gadgets pages, blog post, RSS FEED. He also demonstrated on how to aggregate content from different blogs and websites that has RSS Feed.

The second session was an online session taken by Shri Rajesh Sharma, Librarian KV Bilaspur on the features of EG 4.0. He explained the procurement, acquisition, circulation, library management and user entry in EG 4.0.

The post lunch session was a study tour to renowned libraries in Mysore like SDMIMD library and University of Mysore library. The participants interacted with library staff. Both the libraries offered a library tour and explained various library facilities and services. The participants got a chance to learn the activities and services provided by that library and can be imbibed to their daily life.



DAY 16

10/5/22 TUESDAY

प्रातः सभा की शुरुआत सुबह टैगोर समूह द्वारा प्रस्तुत किया गया। इसके बाद Dr वसंत, निदेशक, जिएट, मैसूर ने १०/१०सिद्धांत पर एक वीडियो दिखाया। उन्होंने जीवन में १०/१०सिद्धांत का महत्त्व समझाया। साथ ही उन्होंने सभी पुस्तकालय अध्यक्षों को कई महत्वपूर्ण सुझाव दिए। प्रथम सत्र श्रीमति अर्चना श्रीवस्ताव, संसाधिका, द्वारा पुस्तकालय डायरी पर लिया गया। उन्होंने पुस्तकालय डायरी के महत्त्व और विषय वस्तु पर चर्चा किया।द्वितीय सत्र अतिथि वक्ता Dr जयश्री सी संबल सह -आचार्या , aiish द्वारा लिया गया। उन्होंने बौद्धिक भागफल, और बच्चों के जीवन में उसका महत्त्व समझाया। उन्होंने learning disability, हकलाना , आदि विकलांगता पर रोशनी डाली। तीसरे और चतुर्थ सत्र में प्रतिभागियों ने अपने पुस्तकालय में करने वाले काम पर प्रस्तुतिकरण किया।

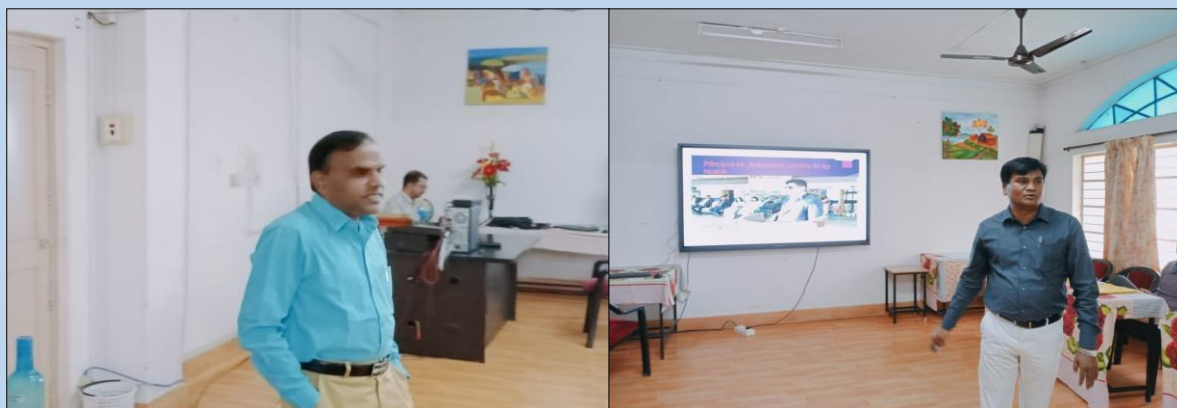


DAY 17

11/5/22, WEDNESDAY

The day started with the morning assembly by Group 5, Dr. APJ Abdul Kalam on the theme National Technology Day. They gave a vivid view of the day through the presentation of the theme and then followed by a quiz. The first session of the day was by Shri. P Selvamani, TA Geography, ZIET Mysore on the topic Stress Management. In that he elaborated the causes of stress in personal and official life. The lecture was much appreciated by the participants. The second session was the demo presentations by the participants which gave them an insight into the best practices that can be done in the library. The post lunch session on the topic “Books: a library must have” by the resource person Shri. Mujib Rehman was truly an inspiring and fascinating one for the whole

participants. The fourth session of the day was allotted for the completion of group works and assignments. It was truly motivating and cheerful day for the whole participants.



DAY 18

12/5/22, THURSDAY

सुबह के सत्र का आरंभ वेदव्यास ग्रुप के अति सुंदर सुबह की सभा के साथ हुआ , इसके पश्चात आदरणीय डी.सी सर के प्रेरणादायक विचारों के साथ आगे बढ़ा जिसमे उन्होंने बताया कि किस तरह जीवन में संघर्ष करते हुए भी अपने कार्य के प्रति ईमानदार रहना आवश्यक है | इसके पश्चात पाठ्यक्रम समन्वयक श्री डी . के . सिंह सर के द्वारा 'wakelet' पर एक बहुत ही वर्णात्मक एवं अच्छा सत्र हुआ जिसमे हमे बहुत ही बेहतरीन तरीके से wakelet के उपयोग के बारे में पता चला | चाय के पश्चात का सत्र श्री मुजीब रेहमान के द्वारा library policy of KVS पर लिया गया जो कि एक अत्यंत जरूरी विषय है हम सभी के लिए | इस पर विस्तार से चर्चा की गई एवं कई बातों पर गहन विचार विमर्श हुआ | दोपहर का सत्र 2 बजे शुरू हुआ , कुछ सांस्कृतिक आयोजनों के बारे में विचार विमर्श हुआ एवं सभी प्रतिभागियों ने समूह गतिविधियों और व्यक्तिगत गतिविधियों में रुचि दिखाते हुए अपने अपने कार्य सम्पन्न किए |



DAY 19

13/5/22, FRIDAY

The day commenced with the assembly by Premchand group. After the assembly, the participants were given time for the preparation of post-test. The second session was allotted for the conducting of post-test. The post lunch session was taken by one of the

participant Shri. PRK Singh on the topic “Generating certificates using Certifym”. It was a beneficial session for all the participants since it was useful for their day-to-day school life. The last session was dedicated to the arrangement and preparation for the cultural eve. The cultural eve for the 21 days’ in-service course was conducted with full enthusiasm at 7pm with the Director Sri. Dr. N. Vasanth as the chief guest. The participants presented songs and dance items for the cultural eve.



DAY 20

14/5/22, SATURDAY

The day started with the assembly by Ranganathan group. They focussed on the theme of National Decency day and Chicken dance. After the assembly, the first session of the day started with the session by Shri. Mujib Rahman on blog embedding and creation of certificate using Microsoft Publisher. The second session was taken by Shri. D K Singh on hands on sessions on wakelet.what are the various features of wakelet and how librarians may get benifitted by using this online tool. The post lunch session



DAY 21

15/5/22, SUNDAY

The concluding day of the 21 days in-service course of librarians started with the assembly by Tagore group. After the assembly, all the participants were addressed by the course director. It was followed by the inauguration of exhibition of the completed activities by the participants like charts, scrap books etc .

After that there was an open forum session for the feedback of participants. The post lunch session was the official valedictory session in which the participants were given the certificates of the course.



WRITE UPS BY RESORCE PERSONS

Cyber Security and Internet Safety

Mujib Rahiman K U

Librarian, KV Kanjikode

Computer Security and Internet Safety is very crucial for everyone in the digital era. Computer security is the process of preventing or protecting your computer from theft or physical damage, destruction or loss of software and information, disruption of services and safeguarding your computer against malicious intruders who may misuse your system or information for destructive purposes.

According to statistics released by the National Crime Record Bureau (NCRB) Cybercrimes in the country have increased four times or 306 per cent in the past four years. Karnataka and Uttar Pradesh accounted for the highest share during the measured time period. The data also shows a sharp increase in cybercrime cases against children with 1,102 cases filed in 2020. According to the NCRB's 2020 data, Uttar Pradesh, with 170, recorded the highest number of online offences against kids, followed by Karnataka (144), Maharashtra (137), Kerala (107) and Odisha (71).

It is important to make our children aware about the various cyber threats, especially now when the dependency on Internet for education is high. Children are online most of the times and it is almost impossible to monitor their digital activity. Technology will continue to play an important role in their life and the best way to ensure safety of our children is to empower them with cyber safety so that they can keep themselves safe.

Listed here are some of the major online threats and tips to be safe online.

Securing your Computer

- Protect your computer with a strong password and change the password regularly. Setting your computer to go to sleep mode when idle and setting up a screen saver password will protect it from intruders when you are not at your computer.
- Do not give away the administrator passwords to anyone and change the default passwords for administrator account. You can add a limited user account for your children to keep your information and applications safe.

- Keep your operating system, applications including Internet Browser and antivirus software up-to-date.
- Install software/utilities from trusted sources only. Go for free online tools for temporary needs rather than downloading and installing them on your computer.
- Read the terms and conditions and other information given before accepting or clicking Next button during installation of software.
- Always download the software from the original publisher's website and beware of bundled software/utilities in the freeware.
- Disable Guest Login in Windows

Internet Safety

The risks involved on the Internet can be broadly classified into two categories viz. Information Safety and Personal Safety.

Information safety is protecting your personal information, privacy and identity from being leaked to outsiders. Sensitive information like your bank account details need to be secured.

Malicious Content

Malicious content means documents or programs infected with viruses, or websites that try to infect your computer with virus. The infected site will cause your computer to be infected and these viruses may steal your personal information, delete your files, or encrypt the data on the victim's computer, then asking for payment to get the data. You might have heard about the WannaCry ransomware attack in 2017.

Most often browsers like Google Chrome or Firefox prevents you from accessing such infected websites displaying a warning message. Whenever you see such warnings from the browser, do not proceed to visit the website.

Similar is the case of Obscene Content online. There are a good number of shock sites on the internet. Shock sites mean the sites that have content with high shock value material that includes pornography, violence, racist, hatred, profane, vulgar and other provocative materials.

There may be visual with images and videos or verbal with profane languages or hate speeches. Videos of violence, murder, suicide and the like are being shared widely on social media now days. Unfortunately, our society, including the adults, seems to enjoy such violent content. If you receive such videos or files just delete them. Never watch them or forward them. Such content

may have severe psychological and emotional impact. On the viewers. Also think about the violation of the rights of the victim or the victim's family

Malwares

Malware is computer software that is installed without the knowledge of permission of the victim and performs harmful actions on the computer. This software may personal information from the computer and send it to the attacker. Your computer may get infected when you download email attachments or try to install freeware software that you download from the internet.

The infected computer may be used a 'botnet' to perform attacks on other computers or to mine cryptocurrency. To prevent viruses and other malwares, you must keep your operating system and software updated and also must have a good anti-virus software installed on your system. Do not click on suspicious links or download attachments in your email. Whenever you are downloading freeware, ensure that you download them from the official websites of the publisher. Also, you can make use of the checksum provided by the publisher to verify the digital signature after downloading.

Online Predators

Another serious issue is the presence of Online Predators or Cyber Groomers.

An online predator is someone who sexually exploits a child over the Internet. Online predators normally hide their identity and pretend to be someone that the child may think safe.

In cyber grooming, the online predators befriend the children through social media and builds an emotional bond. These predators need not be strangers. Even known people, including relatives and family friends may try to exploit a child. They try to attract children into sexual conversations and also persuade to meet personally. They may also send obscene content to the child and ask children to send pictures of themselves

Chat rooms, instant messaging, Internet forums, social networking sites, mobile phones, and video game consoles have issues with online predations. If any child ever comes in contact such people, they must always report such cases to your parent or teacher immediately.

Keep in mind that people online are not always who they say they are.

Cyber Bullying

Cyber Bullying is another serious online threat. Cyber bullying is the bullying that takes place on digital devices or through digital media. The top 3 countries where cyberbullying is the most prevalent are India, Brazil, and the United States.

Cyber bullying is repeated behaviour, aimed at scaring, angering or shaming those who are targeted.

In 2015, due to rising cases of bullying in schools, the Central Board of Secondary Education (C B S E), issued guidelines for the prevention of bullying which included the mandatory setting up of Anti-Bullying committees in schools. These committees would comprise of the vice-principal, a senior teacher, school doctor, counsellor, parent-teacher representative, school management representative, legal representative and peer educators.

Social Engineering

Social engineering is the term used for a broad range of malicious activities accomplished through human interactions. It uses psychological manipulation to trick users into making security mistakes or giving away sensitive information.

Did you get an email from a Nigerian prince or an African accountant ready to share their fortune (worth millions) with you?

Or an email offering scholarship to study abroad?

Such techniques are adopted by the fraudulent people to get important personal information and to extract money from the victims in the form of service charges or advance for getting the scholarship or lottery amount.

The maximum (60.2%) cybercrimes lodged in 2020 were done for fraud.

Phishing is an attempt to fraudulently obtain sensitive information through e-mails directing you to enter personal information on a website. The victims are contacted through e-mail that seems to be from a legitimate company or business asking them to take immediate action for getting some financial benefit or to protect their information.

They may have malicious attachments and links. The attachments may install malwares on your computer. The links may lead you to phishing websites. So never click on the link, if you are suspicious.

How can we identify phishing messages? One way is to look at the email address – the email may not be from a public domain like Gmail or Yahoo!. The mail id and the display name may not be related at all. Don't be fooled if you see the official log

inside the mail, anybody can embed a logo inside the mail.

Another way to identify such mails are to look at the content. There will be grammatical errors in the mail. Also, there will be some kind of urgency in the message. It will ask to respond or take action immediately

Pharming

Pharming is the technique to redirect a website's traffic to another, fake site. The attackers install malicious code on the victim's computer. So, when you are trying to visit a website or doing an online search your browser may take you a malicious website.

At a higher level this can happen on a server also where the webserver of the website you are visiting is infected.

Smishing and vishing are also techniques used to extract information.

Smishing (SMS phishing) is a type of phishing attack conducted using SMS (Short Message Services) on cell phones.

Just like email phishing scams, smishing messages typically include a threat or a temptation to click a link or call a number and hand over sensitive information. Sometimes they might suggest you install some security software, which turns out to be malware.

Vishing (voice or VoIP phishing) is another tactic in which individuals are tricked into revealing critical financial or personal information to unauthorized entities by voice email, VoIP (voice over IP), or landline or cellular telephone using fake caller ids.

These are mainly used to get credit card details and account details

- Always remember, if an offer sounds too good to be true, it probably isn't true
- Don't believe in offers that offer too much.

Cybersquatting

Another interesting technique is Cybersquatting. Though cybersquatting targets companies or businesses, we may have a look at these techniques also to learn about the technique.

A cybersquatter is someone who registers a domain name in bad faith and intent to profit from the goodwill of a trademark belonging to someone else. How does this benefit a cyber squatter? We have learned earlier about trademarks and copyrights. If someone who is not a trademark holder registers a domain name that includes a

well-known trademark, they may be cybersquatting. They do this hoping to sell the domain name to rightful owner at a later stage to make a huge profit.

An interesting case on cybersquatting is the case of Microsoft when they filed a case against a Canadian teenager by the name of Mike Rowe. What Mike did is he created his part-time web design business and registered his domain as, MikeRoweSoft.com, that sounded too similar to Microsoft.com. Microsoft offered to pay him \$10 compensation to get the domain name, but Mike Rowe asked for \$10,000. Microsoft filed a case to WIPO. Because of his intent to profit from selling the domain to Microsoft, it was held to be cybersquatting and Rowe was handed a cease and desist order by the WIPO.

Typosquatting

Another method of cybersquatting is Typosquatting.

This technique employs similar urls for popular websites and depends on the typing errors of users to get traffic to their sites. This one we should be aware of as it may affect us also. A well-known example is facebok.com with a single “O”.

To avoid this, bookmark the sites you use often (using the “Bookmarks” or “Favorites” function in your browser) rather than typing them in the address bar.

Combosquatting is a newer form of cybersquatting that combines a popular trademark and a string of words or phrases with the use of hyphens. Combosquatting is a technique used in many phishing email campaigns. If a customer sees the trademark of a brand they know and trust when they look at the email address of the sender, they will be inclined to follow the link.

Eg. Yahoo-security.com

Digital Privacy & Identity Theft

Are you wondering how a student will be affected by identity theft? Personal information is a hot commodity that has huge demand and can be monetized. You can have a look at the news report regarding the case where the data of hundreds of thousands of applicants who took the National Eligibility and Entrance Test (NEET) in 2018 are made available online for sale. How do they get this information? Be careful when you filling online forms or registering on

various websites that offers to provide CBSE question papers, scholarship information and other materials. There may legitimate and free website that may offer similar materials without asking your personal information. If you have to provide such information, make sure to read their privacy policy.

- What is the information we should not provide?
- Never provide your personal information like your school admission number, mobile number, parental details, Aadhar number etc. online
- Also Do not post any compromising photographs online. Even if you delete it later, it may be available somewhere on the internet
- Don't fall prey to online lucky draws, fake offers and fake tests that ask you to provide personal information to register

Cybersecurity Tips

Create strong and secure passwords. Use a password that is not easy to guess. Try not to use your name and birth date, as this data can be easily found. Include lower- and upper-case letters, symbols, and numbers.

Do not share your password to anyone, even to your intimate friends.

Use different passwords for all websites and apps. If your device is stolen, or if one of your accounts gets hacked, criminals can access all other resources.

If the two points above are a daunting task for you, use password apps. It is the perfect option if you are afraid you will forget all your passwords. It generates a unique and complicated series of symbols that are impossible to guess and hard to crack. It stores all login data with the respective passwords for autofill.

Protect your social media accounts. It is a must if you're not a public person and do not earn money through advertisements on social media. Adjust your privacy settings to "friends only" and include as little personal data as possible in your account.

Avoid public WIFI networks. This is where you become the most vulnerable to all sorts of cybercrimes. Still, if you need to use it, connect through a VPN.

Check the email addresses of your incoming mail. Never follow any links in emails received from unknown sources. Be especially careful with letters that have COVID-19 in their subject.

Update your operating system and installed apps. Software developers constantly improve their products. This can make them harder to crack.

Use websites and apps that encrypt data. If you can, always opt for such variants.

URLs of encrypted websites start with “HTTPS.”

Backup the most critical files on a removable disc drive. Needless to say, you should keep it in a secure place. If your accounts or devices are hacked, you will still be able to access the files from another computer.

Logout from Public Systems: If you use public/school computers to access your mail or other accounts, always remember to logout from the computer. When prompted to save your login information always deny.

Enable Safe-search: Enable safe search on search engines and YouTube search

Inform your Parents/Teacher: If you find any unwanted information on the net or you were approached by a stranger or if you committed a mistake, inform your parents or teachers immediately.

It is also advisable to Disable auto-connect feature of the laptop and smart phones.

Turn on firewall on your computer and install antivirus. Update your operating system and antivirus regularly

LIST OF FREE SOFTWARES/UTILITIES

AVG Free Antivirus: Free antivirus software <https://www.avg.com/en-in/homepage>

OpenDNS FamilyShield: Block domains on your whole home network at router level

Kidlogger : Free parental control software

Kaspersky Safe Kids

Spybot Search and Destroy (Free Edition): Free cyber security and antivirus

CCleaner: Cleans temporary Internet files, history list, cookies, autocomplete entries, and lots more

AdBlockPlus: Add-in block ads in websites

Microsoft Family Safety: Microsoft Family Safety is free and includes location tracking, web filtering, app blocking, and usage scheduling for up to six family members under a single account login.

Google SafeSearch

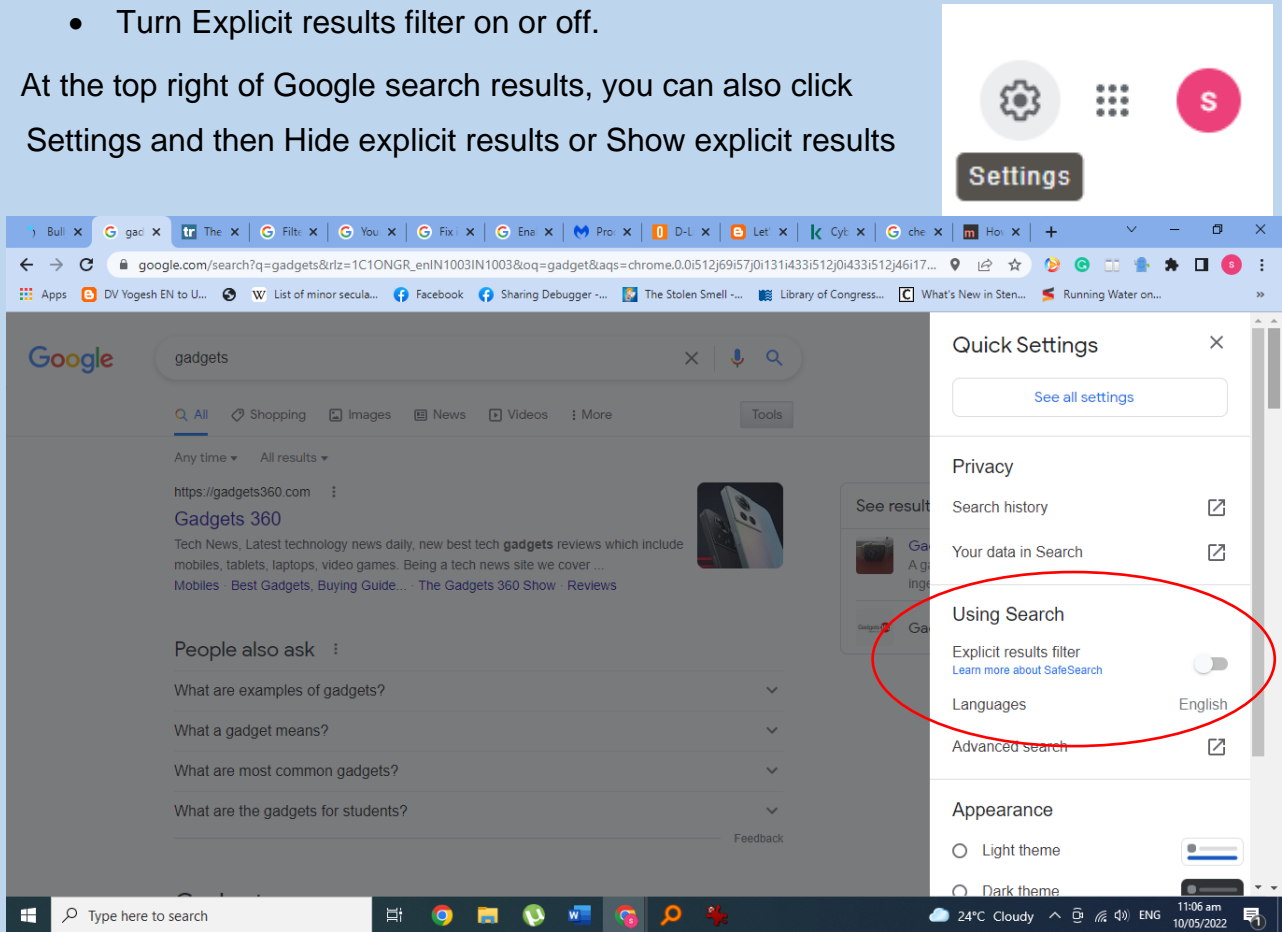
Google's SafeSearch feature can block images, writing, or even whole pages that its algorithms deem inappropriate for younger users. While SafeSearch isn't 100% accurate, it helps filter out explicit content in Google search results for all your queries

across images, videos, and websites.

How to turn Google SafeSearch off and on

- On your browser, go to SafeSearch setting at <https://www.google.com/safesearch>.
- Turn Explicit results filter on or off.

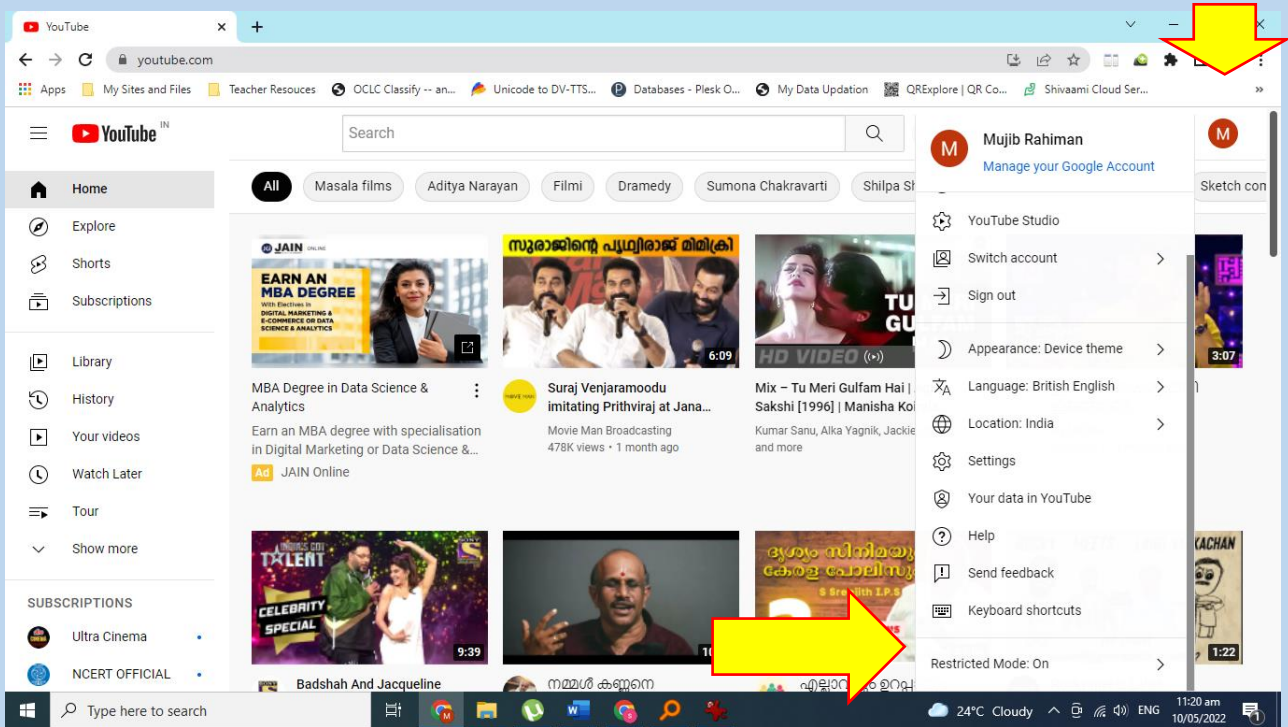
At the top right of Google search results, you can also click Settings and then Hide explicit results or Show explicit results



On your Android phone or tablet, open the Google app.

At the top right, tap your Profile picture or initial and then Settings and then Hide explicit results.

YouTube Safe Mode



You can turn on safe mode, after signing in to your account and then clickin on your profile photo on top right and then at the bottom, click Restricted Mode and enable Activate Restricted Mode.

Teach Children to Remember the 4 R's ...

- Recognize** techniques used by online predators to deceive their victims.
- Refuse** requests for personal information.
- Respond** assertively if you are ever in an uncomfortable situation while online. Exit the program, log off or turn off the computer...
- Report**, to law enforcement authorities, any suspicious or dangerous contact that makes you uncomfortable.

- **Source:** <https://www.yumpu.com/en/document/view/31568835/internet-safety-warren-county-schools/23>

FREWARE SOFTWARES AND WEB RESOURCES

Mujib Rahiman K.U
Librarian, KV Kanjikode

Here is a list of free utilities that may be of use

OCLC Classify: (<http://classify.oclc.org/classify2/>)

Classify provides free service for assigning classification numbers and subject headings. The database is searchable by many of the standard numbers associated with books, magazines, journals, and music and video recordings.

Free Online Barcode and PDF Tools(<http://barcode.egedsoft.com/index.php>)

Provides facilities to generate multiple barcodes and QR codes online. You can upload Excel/csv files to generate barcodes. You can also create PDF from other file formats and vice versa.

IrfanView (<https://www.irfanview.com/>): IrfanView is a very fast, small, compact and innovative graphic viewer provided as freeware, but only for private, non-commercial use. It provides facilities to rename and conversion of multiple images (size, resolution, rotation and more). It has got a very useful screen capture feature and supports almost all image formats.

Format Factory (<https://www.formalactory.com/>): a multifunctional media (video and audio) converter

Pazera Free Audio Extractor (<https://www.pazera-software.com/products/audio-extractor/>): Extract audio tracks from Video files

Scratch (<https://scratch.mit.edu>): Scratch is a free programming language and online community where you can create your own interactive stories, games, and animations

Audacity (<https://www.audacityteam.org/download/>): A free open source digital audio editor and recording computer software application

ClassMarker(<https://www.classmarker.com/>): Online test maker free for non-profit educational use.

JPGtoPDF: <http://www.jpgpdf.net/> : a Windows utility to convert JPG to PDF format.

NotePad++: Notepad++ is a text editor and source code editor for use with Microsoft Windows. It supports tabbed editing, which allows working with multiple open files in a single window.

Grammarly (<https://www.grammarly.com/>): automatically detects grammar, spelling, punctuation, word choice, and style mistakes in your writing.

Mobirise(<https://mobirise.com/>): Free website maker which will help you to create awesome responsive websites.

Eclipse Crossword Maker (www.eclips crossword.com): is fast, easy, free way to create crossword puzzles in minutes.

AnyFLip (<http://anyflip.com>): Convert your PDF into an interactive, realistic Flash & HTML5 flipbook and host it online

Class Marker (<http://classmarker.com>): It is a secure web based testing service that can be used to conduct online tests. The free version has got a limitation of 100 tests per month.

Survey Monkey (<http://surveymonkey.com>): Online survey platform

Flubaroo (add-on for Google Forms <https://www.flubaroo.com/>): Helps you to grade your student assessments

Wakelet (<https://wakelet.com/>): Wakelet is a tool that allows you to build collections and share content that interests and inspires your students.

Padlet (<https://padlet.com/>): Padlet is an easy-to-use tool that allows you to collaborate online with your students/staff by posting text, images, links, documents, videos and voice recordings. Free version allows you to have three Padlets at a time.

Canva (<https://www.canva.com/>): Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos and more.

Free Online Barcode Generator (<http://kvklibrary.in/page.php?id=bcode>): This utility will help you to generate barcodes for your library. It will output the barcodes in an A4 sheet, which can be printed on a sticker sheet and cut and pasted on the books.

QRExplorer (<https://qrexpl ore.com/generate/>): Generate up to 100 QR codes at a time free

Book Creator (<https://bookcreator.com/>): Create and publish digital books and multimedia. Free plan allows one library with 40 books.

Kahoot (<https://kahoot.com/>): Kahoot! is a game-based learning platform. "kahoots", are user-generated multiple-choice quizzes

Quizizz (<https://quizizz.com/>): Create free gamified quizzes

Flipgrid (<https://info.flipgrid.com/>): Flipgrid is a video discussion platform that helps educators see and hear from every student in class and foster a fun and supportive social learning

Recent Posts with Thumbnails Code Generator for Blogger:
<http://kvklibrary.in/recentposts.php>

HOW TO WRITE A BOOK REVIEW?

Mujib Rahiman K U

Librarian, KV Kanjikode

What is a Book Review?

A book review is a form of literary criticism in which a book is analyzed based on content, style, and merit. (Wikipedia)

A book review is NOT mere retelling of the story or content of the book. Your review should assess and evaluate the content and should tell the readers whether the author succeeded in conveying the message.

The book review is your opinion about the book you are reviewing. You should express your feelings, reflections and reading experience in your review. You should express your opinion about the book, supporting it with evidence from the book.

There is no particular format or style to write a review. It depends on the creativity and interest of the person writing the review.

Here are a few suggestions/guidelines for writing a review.

Give the title of the book as the title of your review.

Bibliographic Information

Provide brief bibliographic information about the book.

Include title, author, place, publisher, publication date, edition, pages, special features (maps, etc.), price, ISBN.

Author at work

Write the subject/theme of the book, fiction or non-fiction. What is the central theme and main characters of the work, in case the book is a fiction?

The purpose and intent of writing the book. Identify the target audience - like is it a book meant specially for children? What category of a book it is?

Technique (s) and styles adopted by the author like the style of narration. How the author has presented the story or the subject content of the book. Is it interesting?

For subject books, evaluate the accuracy, thoroughness, clarity and usefulness to the reader.

Include information about the author-- reputation, qualifications, etc. -- anything relevant to the book and the author's authority especially if you are reviewing a non-fiction book.

Your Opinion

Write your personal experience reading the book – how do you relate to the characters in the book, what you liked most about the book, would you recommend this book to others, to whom the book is suitable etc.

What you feel about the book Style, authenticity and enthusiasm by which others are persuaded to read the book. Few quotes from the book may be included to illustrate your point of view. What about the characters? Did you like them?

Will you recommend this to others? In your opinion, which category of users it will be more useful or interesting? If this is the best book you have ever read, say so -- and why. If it's merely another nice book, say so. If you feel it is not a good book, feel free to express your views.

Conclusion

Your conclusion should summarize, perhaps include a final assessment.

HOW TO CREATE A BLOG ON BLOGGER: TUTORIAL

Mujib Rahiman K.U
Librarian, KV Kanjikode

INTRODUCTION

Blogger is a blogging platform offered by Google and is the easiest and quickest to start your blog. In fact, you can create your blog in a matter of minutes on Blogger. WordPress, on the other hand, is a full-fledged Content Management System (CMS) and a professional platform which can be used to create any type of websites, including blogs.

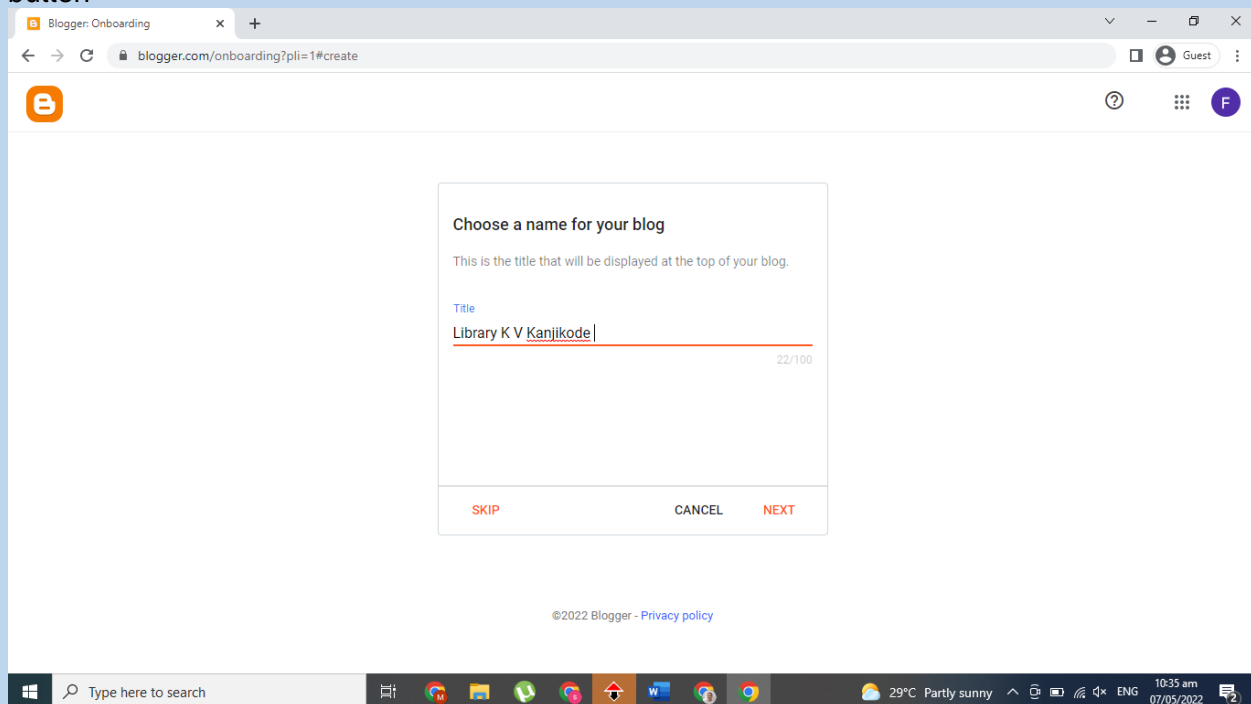
Blogger can be a very good starting point for learning blogging and later you may create your blogs on other platforms like WordPress.

This is a supplementary tutorial to the sessions on blogging taken during the in-service course. Hence this is not a comprehensive tutorial and can be used as a refresher.

CREATING A BLOG

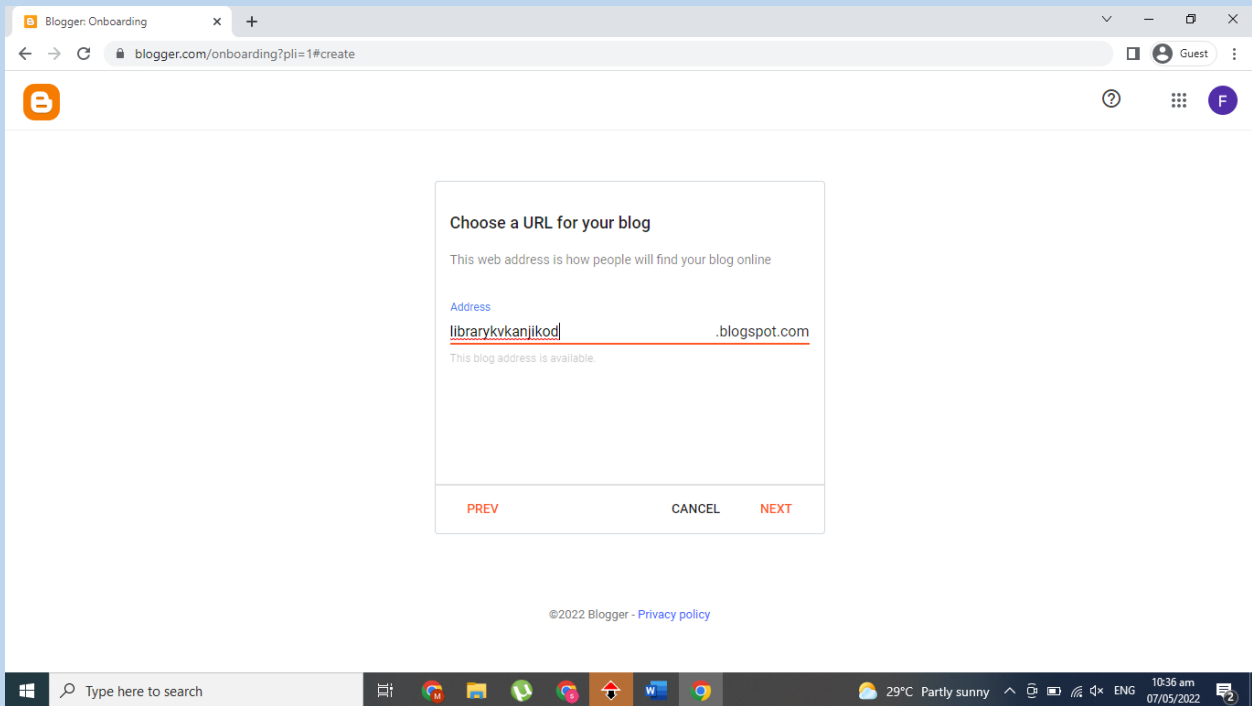
Open <http://blogger.com> in the browser. Sign In using your Gmail Id or click on Sign Up to create a new Id, provide the details to create an ID. You can log in and use any of the services by Google with a single user id.

Once you login to Blogger for the first time, it will ask you to select a title for your blog. Provide your library name (assuming that you are creating a blog for your library) and click Next button

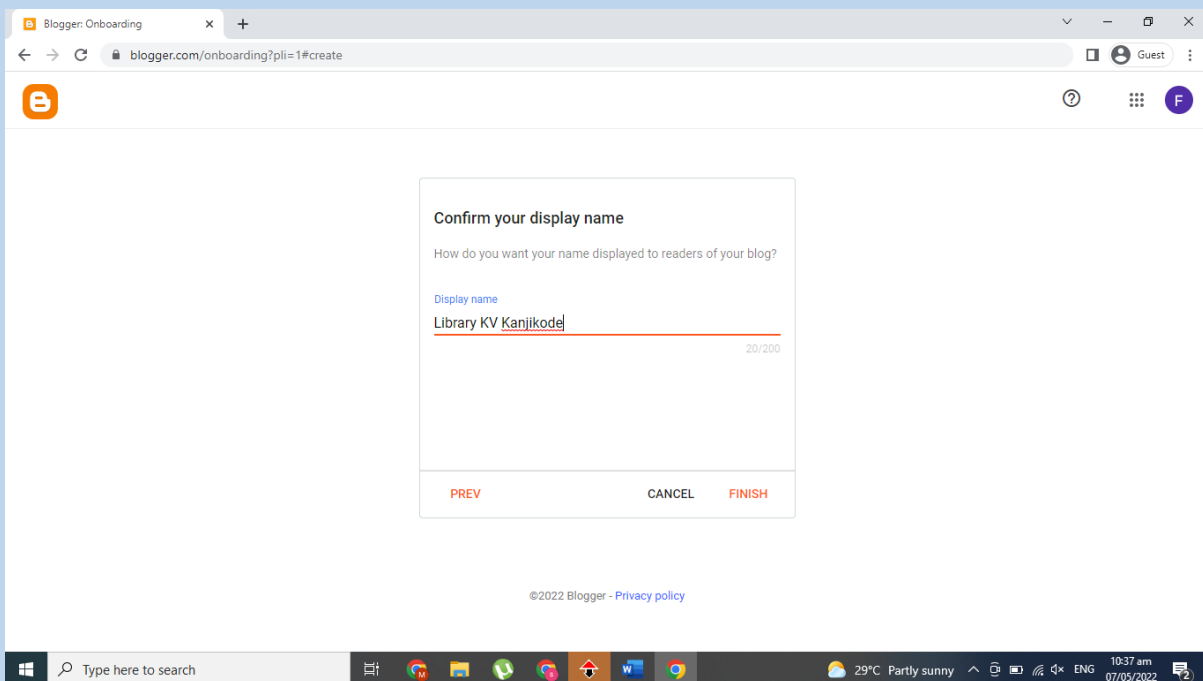


In the next dialog box, you will have to give URL for your blog. You will have to select a unique URL for your blog. Create a URL that indicates your library name like ***librarykvkanjikode***.

If the select URL is available, blogger will inform you that the address is available and you can click on SAVE button to continue. If the URL is not available make slight changes in the URL.



Next, you will have to select a Display Name for your account. Enter your library name and Click FINISH button.



Your blog will be created now. You will now see the Blogger dashboard where you can manage your blog settings and create posts and pages.

BLOGGER DASHBOARD

Here you can change your blog to post or edit. If you have more than one blog, the active blog will be listed here. Click on the arrow to see other blogs or to create a new bog

View and manage all your posts by clicking on this option

You can see the statistics of your blog here. It will provide you the number of visitor and most visited blog posts. Helps you find out the kind of posts that attracts more visitors

See and manage comments. If you have enabled Comment moderation in settings, you can approve or reject comments

Here you can connect your blog to adsense account and earn

View, create and manage pages for your blog

The Layout is how you customize things like the top navigation bar, the header area, sidebar area, and the post area. You can add various gadgets.

Theme is the basic template that decides the basic look and feel of your blog. You can select different themes here. Blogger also allows you to use third-party themes for your blog

The basic settings for your blog. See below in detail

You can make use of this to follow different blogs

BLOGGER SETTINGS

The settings menu option lets you decide the various settings for your blog.

You can change the title here anytime

The description can be about 500 characters. Provide a brief description about your blog here. This will appear in the search results in search engines and help your visitors to understand the purpose and nature of your blog.

Ensure that the Adult Content option is turned off else the students will be shown a warning while visiting your blog.

You can enter Google Analytics Property ID to track to performance of your blog

Basic Settings

Library K V Kanjikode

Privacy

Visible to search engines
Allow search engines to find your blog

Publishing

Blog address
librarykvkanjikod.blogspot.com

Custom domain

Fallback subdomain

Redirect domain

+ NEW POST

Posts

Stats

Comments

Earnings

Pages

Layout

Theme

Settings

Turn this on to make your blog visible to search engines. If turned off, your blog will not be indexed on search engines

Here you can change the URL of your blog. Remember, changing the URL may affect your search ranking

You can buy a domain name from Google or any third-party and setup your blog

Privacy and Publishing Settings

Library K V Kanjikode

HTTPS

HTTPS redirect
Ensure that visits to HTTP redirect to HTTPS

Library K V Kanjikode

Posts

Max posts shown on main page
7 posts

Archive frequency
Monthly

Post template (optional)

Image lightbox
Showcase images in overlay on top of post

Ideas panel
Show suggested topics and questions
[Learn more](#)

+ NEW POST

Posts

Stats

Comments

Earnings

Pages

Layout

Theme

Settings

Reading List

Set number of posts that is to be shown on your home page.

This is helpful to create a template for your posts. You can add text or HTML code here that will appear each time you create a new post.

When selected, your images will open on click in an overlay on top of your blog. If your post has multiple images, they'll appear as thumbnails along the bottom of the screen

Posts Settings

Library K V Kanjikode

+ NEW POST

- Posts
- Stats
- Comments
- Earnings
- Pages
- Layout
- Theme
- Settings**
- Reading List

Email

Post using email
Disabled

Comment notification email
No comment notification email

Pending comment notification emails
fidharahmankvk@gmail.com

Invite more people to comment notification emails

Email posts to

Pending post notification emails
No pending invites

Invite more people to post notifications

Email Settings

You can enable post using email. You can setup an email @blogger.com and use this address to post text and images directly to your blog. If you enable this, select the option *Save emails as draft post* to ensure that the posts are published with your approval

Library K V Kanjikode

+ NEW POST

- Posts
- Stats
- Comments
- Earnings
- Pages
- Layout

Formatting

Time zone
(GMT-07:00) Pacific Time – Los Angeles

Date header format
Saturday, May 07, 2022

Archive index date format
May 2022

Timestamp format
May 07, 2022

Comment timestamp format
May 07, 2022 at 11:24 am

Formatting Settings

Set the Time Zone to your Time Zone, specially if you are planning to schedule your posts. For India set this to (GMT+05:30) India Standard Time – Kolkata. You can also set the Date and time formats to be displayed on your blog

+ NEW POST

- Posts
- Stats
- Comments
- Earnings
- Pages
- Layout

Meta tags

Enable search description

Search description

Errors and redirects

Custom 404

Custom redirects
no items

Meta tags

Errors and redirects

Custom redirects

You can enable search description to provide a brief description for each of your posts. A search description option will appear in the post editor. This will be shown in search results

You can give a custom error message if a page is not found on your page. This may happen when you delete a post from your blog and anyone comes to your blog following a search results link

Use this option to redirect the visitor to a different page or site

Manage blog

- Import content
- Back up content
- Videos from your blog
- Remove your blog

The options here allows you to take a backup of your blog posts and to import the backed up content.

You can permanently delete your blog

Crawlers and indexing

- Enable custom robots.txt
- Custom robots.txt
- Enable custom robots header tags
- Home page tags
- Archive and search page tags
- Post and page tags
- Google Search Console

Monetisation

- Enable custom ads.txt
- Custom ads.txt

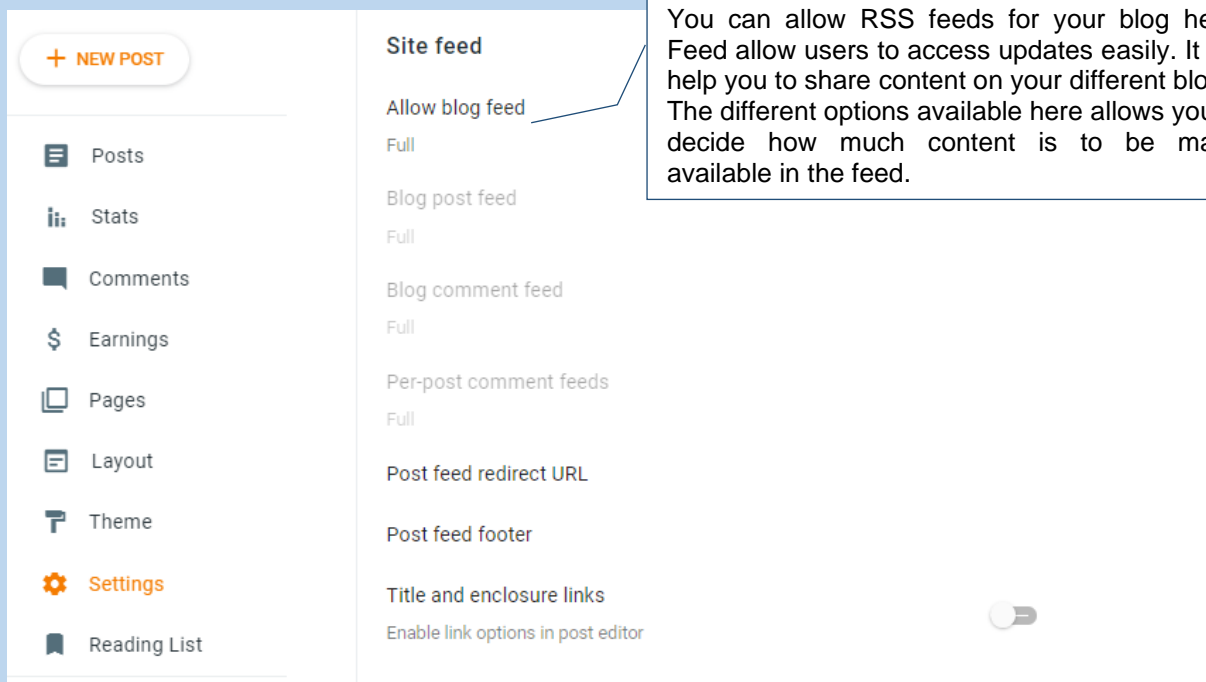
Used to create a custom robots.txt for search engines

This option is for using Google AdSense for moentisation

General

- Use Blogger draft
- User profile

You can set whether to display your profile information on the blog or not. Modify your user profile here like your contact email address, your display name and photo.



You can allow RSS feeds for your blog here. Feed allow users to access updates easily. It will help you to share content on your different blogs. The different options available here allows you to decide how much content is to be made available in the feed.

ADDING CONTENT TO YOUR BLOG

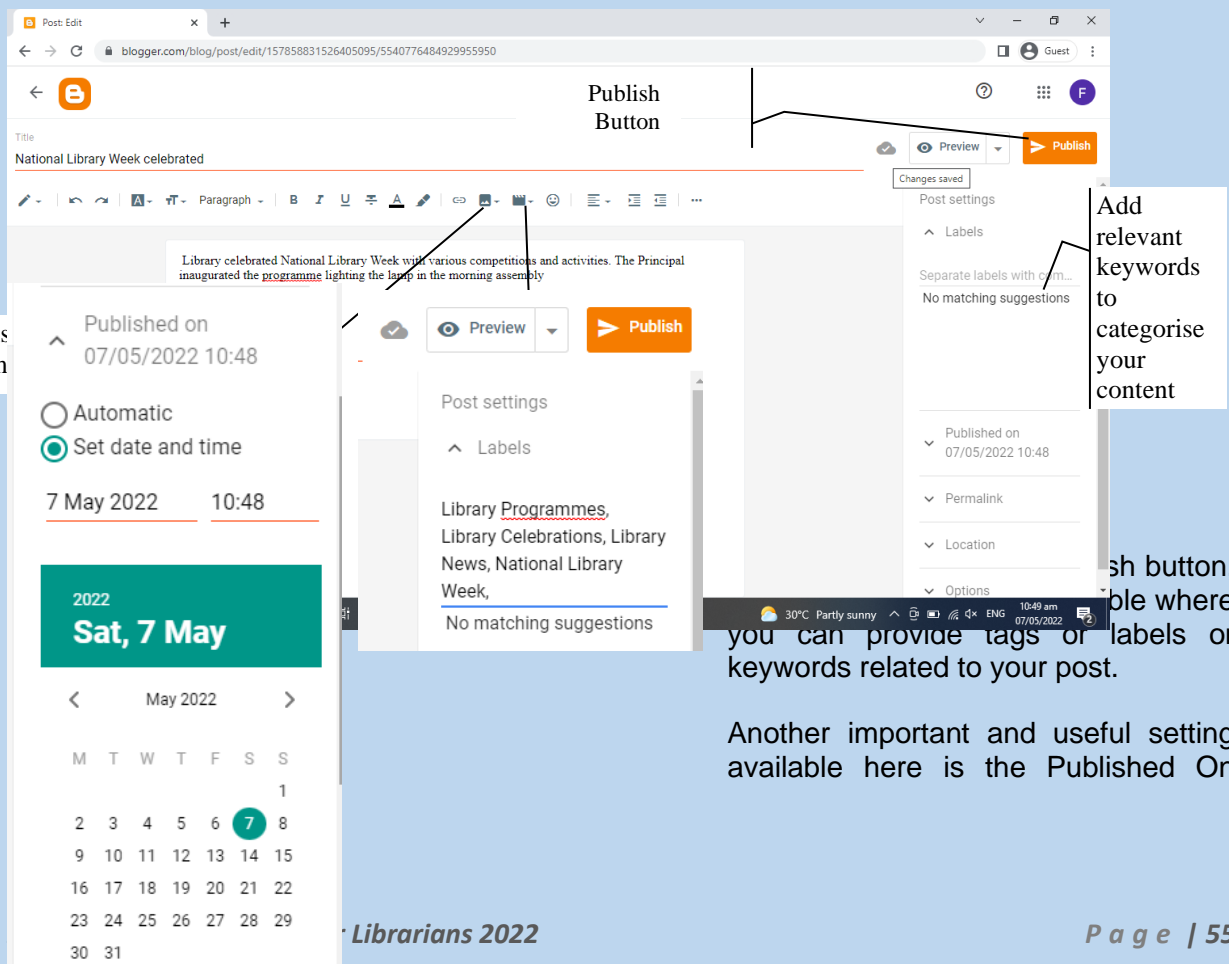
You have two options to add content to your blog viz. posts and pages.

Posts are the things you create often like the day to day activities of your library. Pages are used to add static content like general information about your library. So you can use pages to add basic information about your library like the library collection, library rules, library timings, library statistics etc.

Post can be used to publish content like library programmes, activities, competitions, new arrivals etc.

A post means adding content to your blog. To start posting click on **New Post** button. The Post Editor window will appear.

You need to give the title of your post in the Post Title text box and type the content in the box below. The formatting options available on the toolbar are similar to MS Word



Ins
Im

Add relevant keywords to categorise your content

sh button, able where you can provide tags or keywords related to your post.

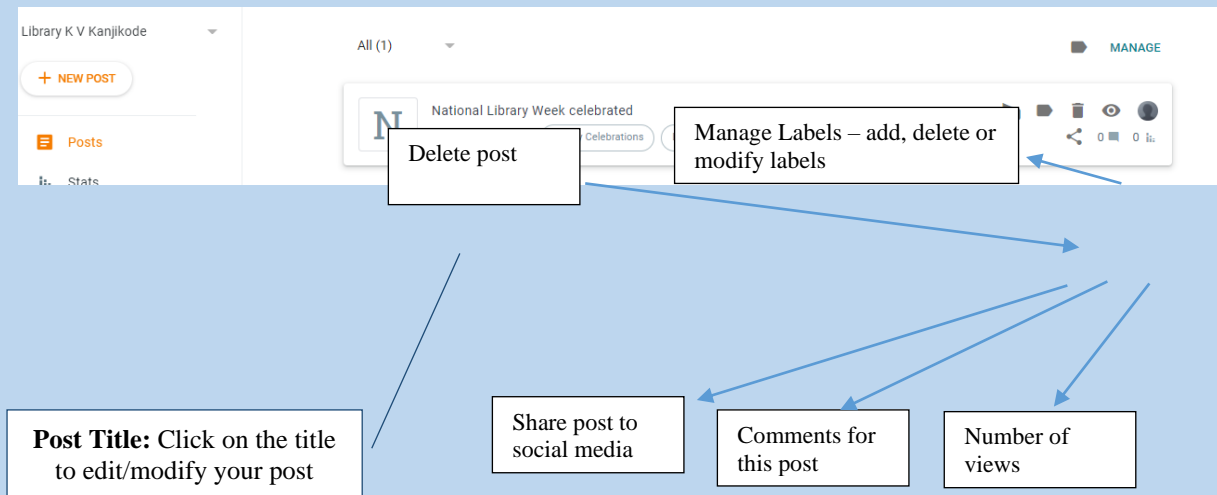
Another important and useful setting available here is the Published On

option which helps you to set the date and time for your post to be published automatically. This is helpful in scheduling the post for a future date.

If you have enabled search description in search settings, you will find the option to add search description here.

After you have finished entering the content, click on Publish button to publish your post. The Save button will save your content as a draft only. Only if you click Publish your posts will be visible to the public or the visitors. When you click publish, and confirm, the post will be published and you will be taken back to the posts list.

Bring your cursor to any of the post, you will be able to edit, view and delete any of the post. The Page Editor also looks and works the same. But you will not get the features like labels, publishing date there.



Blogger Themes

Themes in Blogger is used to create the overall look and feel of your blog. There are many themes available on Blogger. You can Choose a Template from its available templates collection, or you can upload any third-party theme. Changing the theme may affect the layout and the gadgets you have added to your blog. So always take a backup of your existing theme so that you can restore it to the previous condition if something goes wrong.

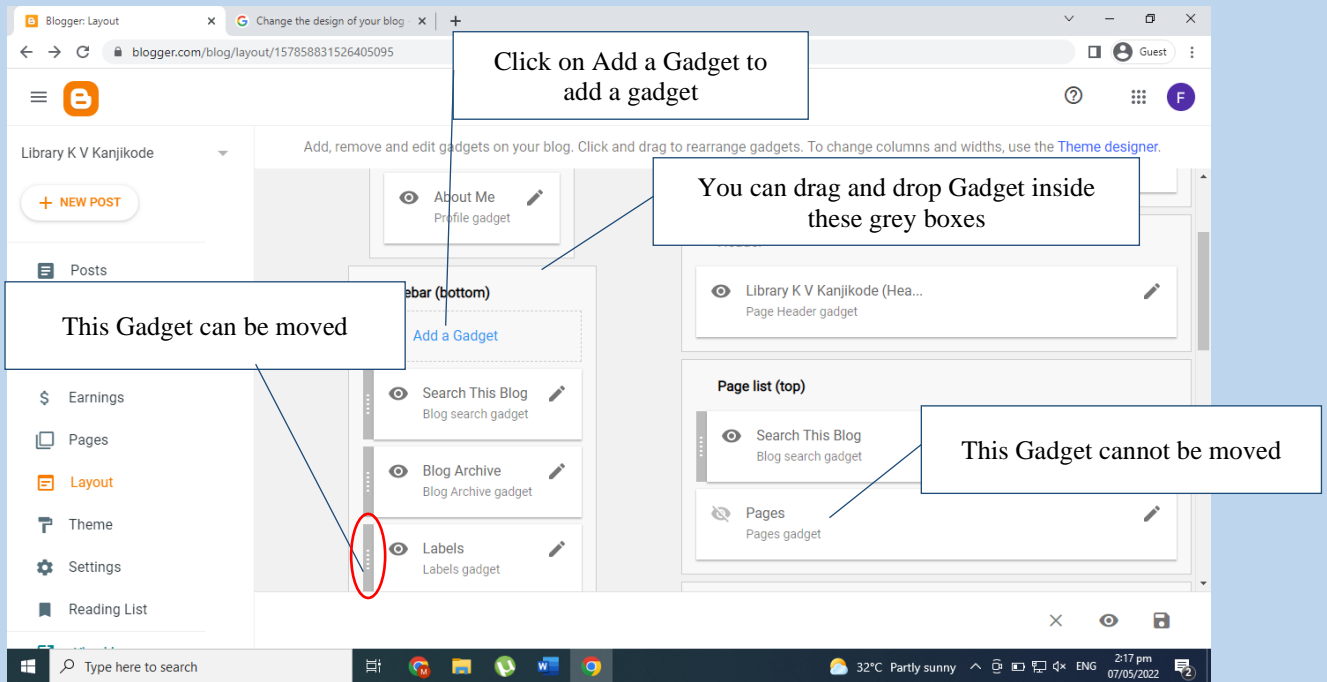
The selected theme can be further customised by clicking the Customize button. You can select a colour theme, change the background of your blog and decide the fonts for different elements. Based on the theme selected you may also be able to add custom CSS to your blog.

If you are an expert, you can even edit the HTML code by clicking the drop-down arrow and then selecting Edit HTML. Please remember that if you make any changes here without knowing what you are doing, that may cause errors.

Blogger Layout

You can make changes to your template and layout anytime you wish. To edit layout, click on Layout.

You will find many grey boxes with the Gadgets inside them. You can add more gadgets and modify or remove existing gadgets in the layout. Depending on the theme you have chosen, you will find Add a Gadget link in the layout wherever you can add a gadget.



When you click on the “Add a Gadget” a window will pop up with about 26 gadgets. Scroll down the bar and find the one you want to add and hit the Plus button at the extreme upper right corner of that gadget.

Some of the gadgets will be added straight away to the blog. Some of them may need to be configured (you will have to provide some additional information or select some options). A new window will pop up for you to configure such gadgets.

Gadgets once added can be removed or modified by clicking on the Edit link available at the right bottom side of the Gadget.

You can also rearrange the gadgets or place in them inside the containers where no Add a Gadget link is available, through drag and drop. Drag and drop simply means you can pick any gadget, image or any other object and can drop it somewhere else to change its position. The draggable Gadgets will have a dark grey band with some white dots on the left side and the cursor will change to a Cross when you hover above the Gadget.

Here are the various Gadgets available on Blogger.

AdSense: AdSense Gadget is used to show Google Ads on your blog. You must set up an AdSense account in the Earnings tab before you can configure your AdSense gadgets. This is not applicable to our library blog.

Featured Post: Featured Post is used to highlight any one particular post on your blog. This can be added only once.

Blog Search: This Gadget can be added to provide limited search facility on your blog. You can add more than one Blog Search gadget to your blog.

HTML/JavaScript: This allows you to add third-party functionality to your blog. You can add HTML code or JavaScript code here to get additional features. For example, this is used to get scrolling images or text using <marquee> HTML tags. You can add more than one HTML gadget.

Profile: Add this to show your profile information to the visitors. You can add this only once.

Blog Archive: Make it easy for visitors to navigate your blog with links to older posts. The posts will appear in reverse chronological order by default. You can change it by enabling *Show oldest posts first* option. You can also change the style, frequency and date format. You can add only one Blog Archive gadget.

Page Header: Display your blog's title and description some where other than the header area. This is normally not required. Can be added only once.

Followers: Displays a list of users who follow your blog. It will also have a Follow button for the visitors to add themselves to your followers list.

Image: Add an image from your computer, or from somewhere else on the web. You can also provide links to these images. Multiple image gadgets can be added to a blog.

Labels: Show all the labels of posts in your blog. You can show the labels as a list or as a word cloud. The labels can be used to provide access to your posts category-wise. Multiple label gadgets can be added to a blog

Pages: Display a list of stand-alone pages on your blog. By default, pages you add to your blog will not appear on the blog if the pages gadget is not added to the blog. You can select the pages to be displayed as a link on your blog by clicking on Add New Item link on the Gadget. You can also use this gadget to add links to external sites. Page gadget can be added more than once.

Link List: Display a collection of your favourite sites, blogs, or web pages for your visitors. Use this gadget to add links to different sites category-wise. Multiple Link Lists can be added to a blog. For example, you can create link lists to provide links to different libraries, useful websites, e-learning portals, digital libraries etc.

Text: Used to add a text message to your blog. Multiple text gadgets can be added to a blog

Popular Posts: Display a list of the most popular posts from your blog. You can show the popular posts based on different time frames and multiple gadgets can be used on a blog.

Blog's stats: This is used to show the total number of views to your blog

Blog List: Show off what you read with a blog roll of your favourite blogs. Difference between Link List and Blog List is that the Blog List will show live feeds from the added blogs. This gadget can also be added more than once on your blog.

Feed: Add content from an RSS or Atom feed to your blog. An RSS feed is a file that contains a summary of updates from a website, often in the form of a list of articles with links. This can be used to show the latest posts from another blog on your blog with links to the original post. This is highly useful in aggregating live content from various useful blogs/sites. You can make use of this gadget more than once in your blog.

Logo: Show your Blogger pride by adding a logo to your page.

Subscription Links: Let your readers easily subscribe to your blog with popular feed readers

Translate: Let visitors translate your blog into different languages.

List: Add a list of your favourite books, films, or anything you like.

Contact Form: Add a contact form to your blog. The messages will be delivered to your inbox by Blogger.

Wikipedia: With this gadget, you can quickly, conveniently, and easily search on Wikipedia for articles or full text.

Attribution: Display your blog's attribution data.

Report Abuse: Report inappropriate content

RSS FEEDS FOR DIFFERENT CONTENT FOR YOUR SITE

Create a page and give a proper title and paste the feed in HTML mode in Pge Editor

1. Interesting Riddles

```
<script src="http://feeds.feedburner.com/studentsgkquiz/grvz?format=sigpro"
  type="text/javascript" ></script><noscript><p>Subscribe to RSS headline updates from: <a
  href="http://feeds.feedburner.com/studentsgkquiz/grvz"></a><br/>Powered by
  FeedBurner</p> </noscript>
```

2. Latest Science News

```
<script src="http://feeds.feedburner.com/sciencedaily/rqlb?format=sigpro"
  type="text/javascript" ></script><noscript><p>Subscribe to RSS headline updates from: <a
  href="http://feeds.feedburner.com/sciencedaily/rqlb"></a><br/>Powered by FeedBurner</p>
</noscript>
```

3. Latest News from The Hindu

```
<script src="http://feeds.feedburner.com/thehindu/xhmp?format=sigpro" type="text/javascript"
  ></script><noscript><p>Subscribe to RSS headline updates from: <a
  href="http://feeds.feedburner.com/thehindu/xhmp"></a><br/>Powered by FeedBurner</p>
</noscript>
```

4. Courses updates

```
<script
  src="http://feeds.feedburner.com/professionalcourseesshorttermcourseslongtermcoursescaerindia?format=sigpro" type="text/javascript" ></script><noscript><p>Subscribe to RSS
  headline updates from: <a
  href="http://feeds.feedburner.com/professionalcourseesshorttermcourseslongtermcoursescareerindia"></a><br/>Powered by FeedBurner</p> </noscript>
```

More feeds are available at <https://docs.google.com/document/d/1NYsv9eidVsk-UlgwksTcrhbfw0SPoHI-/edit?usp=sharing&oid=106970532007593391857&rtpof=true&sd=true>

आज के समय में विद्यालय में आधुनिक पुस्तकालय का महत्त्व

अर्चना श्रीवास्तव ,पुस्तकालयाध्यक्ष

केन्द्रीय विद्यालय बैरागढ़ , भोपाल

नई तकनीकी प्रगति और डिजिटल मीडिया केंद्रों की शुरुआत के साथ, छात्रों और शिक्षकों ने स्कूल पुस्तकालयों के मूल्य को महसूस किया है। किसी देश का नक्शा जानना हो या इतिहास की कोई घटना, पॉडकास्ट बनाने का एक सबक हो या एलईडी लाइट्स का उपयोग करने वाला पेपर सर्किट बोर्ड कैसे बनाया जाए, इस पर एक ट्यूटोरियल। शिक्षकों की इस नई पीढ़ी के लिए इन कार्यों में कुछ समान है तो वो ये कि सभी उपयुक्त शिक्षण सामग्री स्कूल पुस्तकालय में ही हो सकती हैं। पुस्तकालय अब लाइब्रेरी मीडिया सेंटर के नाम से जाने जा रहे है जो शैक्षिक सहयोग को प्रोत्साहित करते हैं और छात्रों की जिज्ञासा का समर्थन करते हैं। स्कूल में पुस्तकालय हमेशा से रहा है, लेकिन एक प्रचलित संस्कृति में आउट-द-बॉक्स समस्या समाधान को बढ़ावा देने वाली गतिविधियां 21 वीं सदी के स्कूल पुस्तकालय में आम हो रही हैं। एनालॉग और डिजिटल शिक्षा के अवसरों के इस युग में, शिक्षा के सभी स्तरों पर स्कूल पुस्तकालयों के मूल्य में वृद्धि हुई है।

हमारा विश्व तेजी से डिजिटल दुनिया की ओर बढ़ रहा है घर बैठे ऑनलाइन खरीददारी, शिक्षा परामर्श आदि तेजी से लोकप्रिय हुए है। इंटरनेट की इस देन का सर्वाधिक लाभ शिक्षा को मिला है। आज हमने पारम्परिक शिक्षा के साथ साथ ई शिक्षा की तरफ भी कदम बढ़ा दिये हैं। अब ऑनलाइन पुस्तकालय की अवधारणा को पाठकों द्वारा बहुत पसंद किया जाने लगा है। पूर्व में समाचार पत्र पत्रिकाओं तथा पुस्तकों का एकमात्र स्रोत शहर या कस्बे में स्थित पुस्तकालय ही माने जाते थे। शिक्षा के केंद्र के रूप में यहाँ पुस्तकों को संचित करके रखा जाता था। तथा पाठक को वहां जाकर अध्ययन करना पड़ता था और पुस्तकालय की नियमावली के अनुसार निर्धारित समयावधि में जाकर ही पुस्तकें पढ़ी जा सकती थी। मगर अब बदलते वक्त में ई लाइब्रेरी आज हम सभी के स्मार्ट फोन के रूप में घर तक आ पहुंची है। जिस गति से अन्य साधन सुविधाओं को हम ऑनलाइन प्राप्त कर रहे है उसी अनुरूप लाइब्रेरी ने भी अपने नवीन स्वरूप का वरण किया है जो समय की मांग के साथ तेजी से विकास को प्राप्त कर पाया है।

ऑनलाइन लाइब्रेरी के दौर में पढ़ने के लिए कहीं जाने अथवा किसी भवन में घण्टो तक कैद होकर बैठने की आवश्यकता नहीं रह गई है। अपने स्मार्ट फोन की मदद से कहीं भी चलते फिरते, यात्रा करते, खाते पीते हुए निशुल्क और सशुल्क पुस्तकों को केवल पढ़ सकते है बल्कि इच्छित समय के लिए सहेज कर भी रख सकते हैं। रोज जो हम इंटरनेट पर कई पीडीएफ फाइल्स को ब्राउज करते है, ये एक पारंपरिक पुस्तकालय की मूल सामग्री ही है जिसे हम अपनी पसंद व आवश्यकता के अनुसार पुस्तक पीडीएफ या ई बुक के रूप में सुरक्षित रख सकते हैं। तथा अपने खाली समय मे पढ़कर समय का सदुपयोग भी कर सकते हैं।

ऑनलाइन पुस्तकालय / ई लाइब्रेरी के लिए हमारे फोन में एक अलग तरह के सॉफ्टवेयर की जरूरत पड़ती है जो मोबाइल एप्लीकेशन के रूप में निशुल्क मिल जाती हैं। अमेजन कम्पनी का ई लाइब्रेरी उपकरण किंडल इसका सर्वश्रेष्ठ उदाहरण है। इसके अतिरिक्त भी आज इंटरनेट पर सैकड़ों ऐसी विश्वसनीय साइट्स है जहां से अधिकांश मुद्रित पुस्तकों को डाउनलोड करके

पढ़ा जा सकता है। साथ ही यदि आप कुछ लिखने के शौकीन हैं तो अपनी रचनाओं को भी टाइप अथवा स्कैन करके ऑनलाइन लाइब्रेरी या पुस्तकालय में जोड़ सकते हैं।

ऑनलाइन लाइब्रेरी के इतिहास की बात की जाए तो महज कुछ ही वर्षों पूर्व में शुरू हुई इस अवधारणा ने आज इंटरनेट पर एक विशेष स्थान सुरक्षित कर लिया है। अब पारम्परिक पुस्तकालयों से अधिक पाठक ई लाइब्रेरी घूमते हैं। धर्म शास्त्र, दर्शन, राजनीति, विज्ञान, खेल, चिकित्सा प्रत्येक क्षेत्र और विश्व में बोली जाने वाली अधिकतर भाषाओं की ई पुस्तक यहाँ सरलता से उपलब्ध हो जाया करती हैं। पुस्तकालय के इस नवीन व आधुनिक स्वरूप की अत्यधिक लोकप्रियता के कई कारण हैं।

* सर्वप्रथम तो इसकी सरलता और सुगमता। अब लोगों के पास घण्टों तक एक स्थान पर बैठकर पढ़ने का समय नहीं रहा है। ऐसे में ई पुस्तकालय कम शुल्क में समय की बचत के साथ न केवल पुस्तक उपलब्ध करवाता है बल्कि इसे अपने फोन में सुरक्षित रखने की सुविधा भी देता है।

* ऑनलाइन लाइब्रेरी पढ़ने के समय के बंधन से भी मुक्ति दिलाता है। इसके बन्द होने या खुलने में कोई समय की पाबन्दी नहीं है। दिन हो या रात जब चाहे आप अपनी ई लाइब्रेरी से पुस्तकों का अध्ययन आरम्भ कर सकते हैं।

* पहले लाइब्रेरी तक आने-जाने में काफी समय व्यर्थ हो जाता था, जबकि अब यह दूरी खत्म हो चुकी है। विद्यार्थियों एवं विभिन्न विषयों पर रिसर्च करने वाले लोगों के लिए ऑनलाइन लाइब्रेरी किसी ईश्वरीय देन से कम नहीं है।

* किसी विषय पर रिसर्च अब सरलता से की जा सकती है। अलग अलग भाषाओं के लेखकों तथा उनकी सामग्री के स्रोत तक पहुंचना प्रत्येक व्यक्ति के वश से बाहर की बात थी मगर ई लाइब्रेरी के कारण यह सम्भव हो पाया है। किसी विषय विशेष के विद्वान की पुस्तक को पढ़ने के साथ ही उस से सम्पर्क भी आसानी से साधा जा सकता है।

* डिजिटल लाइब्रेरी का एक लाभ यह भी है कि पाठक किसी पुस्तक को पढ़ने के बाद अपने अनुभव के अनुसार पुस्तक समीक्षा भी लिख सकता है। जो नवीन पाठकों को सम्बन्धित पुस्तक के चयन में मददगार साबित हो सकती है।

* अपने पसंदीदा लेखकों की नवीनतम पुस्तक की सूचना भी ई लाइब्रेरी में अविलम्ब प्राप्त की जा सकती है।

नए रूप में पुस्तकालयाध्यक्षों के नए दायित्व

पुरानी जिम्मेदारियों के साथ, पुस्तकालयाध्यक्ष अब कई नयी अतिरिक्त भूमिकाएँ भी निभाते हैं। कॉलेज और अनुसंधान पुस्तकालयों का संघ, जो कॉलेज शिक्षकों और पुस्तकालयाध्यक्षों का एक संगठन है और अमेरिकन लाइब्रेरी एसोसिएशन का एक प्रभाग है, आज स्कूल प्रणालियों में पुस्तकालयाध्यक्षों की सात भूमिकाएँ बताता है। यद्यपि इन भूमिकाओं को विशेष रूप से विश्वविद्यालय और कॉलेज के पुस्तकालयाध्यक्षों के लिए तैयार किया गया था, वे प्राथमिक और माध्यमिक विद्यालय मीडिया केंद्रों में काम करने वाले स्कूल पुस्तकालयाध्यक्षों के लिए भी प्रासंगिक हैं।

Coordinator/समन्वयक - पुस्तकालय को सुचारू रूप से चलाने और छात्रों को विभिन्न विषयों के साथ जुड़ने में सक्षम बनाने के लिए, स्कूल के पुस्तकालयाध्यक्षों को एक समावेशी शिक्षानुकूल माहौल की सुविधा प्रदान करनी चाहिए। इसका

मतलब यह है कि पुस्तकालयाध्यक्ष को समन्वयक के रूप में छात्रों की सर्वोत्तम सेवा करने के लिए शिक्षकों, प्रशासकों और अभिभावकों से समान रूप से जुड़े रहने के लिए एक कड़ी बनने की आवश्यकता है।

Instructional Designer/निर्देशात्मक डिजाइनर - वर्तमान तकनीकी परिदृश्य में, पुस्तकालयाध्यक्ष छात्रों को निर्देशक डिजाइनरों के रूप में आकर्षक, गतिशील पुस्तकालय संसाधन प्रदान करने के लिए प्रस्तुत हैं। इस रूप में, पुस्तकालयाध्यक्ष विषय शिक्षकों के साथ संपर्क एवं सहयोग करते हैं ताकि छात्रों तक सर्वोत्तम पहुंच बनाने के लिए शिक्षण सामग्री विकसित की जा सके।

Lifelong Learner/आजीवन शिक्षार्थी - आजीवन शिक्षार्थी के रूप में पुस्तकालयाध्यक्ष उदाहरण पेश करते हैं। आजीवन सीखने वाले पुस्तकालयाध्यक्ष ज्ञान के एक अविश्वसनीय स्रोत के रूप में छात्रों को अध्ययन के लिए प्रेरित कर सकते हैं, छात्रों को स्वतंत्र शोध कार्यों में संलग्न होने के लिए प्रेरित कर सकते हैं एवं उनकी सभी जिज्ञासाओं का समाधान करने का सफल प्रयास कर सकते हैं।

Leader/नेता - स्कूल के पुस्तकालयाध्यक्षों को न केवल अपने पुस्तकालय में बल्कि विभिन्न अतिरिक्त गतिविधियों में भी अपने विद्यार्थियों का नेतृत्व करना चाहिए। इस रूप में, पुस्तकालयाध्यक्ष छात्रों को सभी शैक्षिक एवं पाठ्य सहगामी गतिविधियों में नेतृत्व प्रदान कर सकते हैं।

Teacher-Librarian/शिक्षक-लाइब्रेरियन - शिक्षकों के रूप में, पुस्तकालयाध्यक्ष छात्रों, शिक्षकों और प्रशासकों को सर्वोत्तम शैक्षिक सुविधाएँ प्रदान करते हैं। इसके साथ ही किसी भी विषय का डेटाबेस एकत्र करने से लेकर डेटाबेस को कैसे उपयोग किया जाए यह मार्गदर्शन प्रदान करने के लिए स्कूल के पुस्तकालयाध्यक्षों को प्रशिक्षित शिक्षक होना ही चाहिए, जो विभिन्न संदर्भों में शिक्षार्थियों को सूचना साक्षरता के अवसर प्रदान करने का कार्य करते रहते हैं।

Teaching Partner/शैक्षिक सहयोगी - छात्रों के लिए आकर्षक शिक्षण सामग्री उपलब्ध कराने के लिए पुस्तकालयाध्यक्षों को स्कूल में अन्य शिक्षकों के साथ शैक्षिक सहयोगी के रूप में काम करना चाहिए। यह सहयोग कक्षा में किसी विषय विशेष का मार्गदर्शन करने, असाइनमेंट बनाने और छात्र के काम पर प्रतिक्रिया देने के रूप में हो सकता है।

Advocate/अभिभाषक - अभिभाषक के रूप में पुस्तकालयाध्यक्ष, छात्रों के सीखने, सूचना और डिजिटल साक्षरता को प्रोत्साहित करने और बाहरी रूप से समर्थन देने के लिए जिम्मेदार हैं। इसके अलावा, स्कूल पुस्तकालय संकाय को प्रशासकों और शिक्षकों के साथ भागीदारी करनी चाहिए ताकि यह सुनिश्चित किया जा सके कि छात्र प्रभावी महत्वपूर्ण सोच और अनुसंधान कौशल को समझ पा रहे हैं।

एक आम गलत धारणा यह है कि पुस्तकालयाध्यक्ष पढ़ने को बढ़ावा देने के एकमात्र बिंदु पर ही केंद्रित होते हैं – वह है मुख्य रूप से कक्षा सम्बंधित विषय ज्ञान अथवा कथा साहित्य। लेकिन यह आधुनिक शैक्षिक माहौल में सच नहीं है। पढ़ने पर ध्यान केंद्रित करने के अलावा पुस्तकालयाध्यक्ष सूचना और डिजिटल साक्षरता को बढ़ावा देने का महत्वपूर्ण कार्य भी कर रहे हैं और छात्रों को संसाधनों तक पहुंच प्रदान करने में अपनी महत्वपूर्ण भूमिका निभा रहे हैं।

ज्ञान और संस्कृति के प्रवेश द्वार के रूप में, पुस्तकालय समाज में एक मौलिक भूमिका निभा रहे हैं। वे संसाधन और सेवाएं प्रदान करते हैं, सीखने के अवसर पैदा करते हैं, साक्षरता और शिक्षा का समर्थन करते हैं और नए विचारों और दृष्टिकोणों को आकार देने में मदद करते हैं जो एक रचनात्मक और अभिनव समाज का केंद्र हैं। आज के युग में समाज के रचनात्मक विकास और संवर्धन में पुस्तकालयाध्यक्षों की महत्वपूर्ण भूमिका है। वे संसार को सूचना और ज्ञान तक आसानी से पहुँचाने के लिए मार्ग प्रशस्त कर रहे हैं और एक अधिक सभ्य और ज्ञानवान समाज के विकास में एक महत्वपूर्ण कड़ी के रूप में काम कर रहे हैं।

इलेक्ट्रॉनिक उपकरणों के रूप में भारी मात्रा में उपलब्ध जानकारी के कारण सभी आधुनिक पुस्तकालय नई चुनौतियों का सामना भी कर रहे हैं। पारंपरिक पुस्तकालय अब हाइब्रिड पुस्तकालयों में परिवर्तित हो रहे हैं, जो पुस्तकों और इलेक्ट्रॉनिक स्रोतों के रूप में एकत्रित जानकारी को अंतिम उपयोगकर्ताओं तक पहुंचाने के उद्देश्य पर केंद्रित हैं। पारंपरिक पुस्तकालय आधुनिक सूचना प्रौद्योगिकी के विकास के साथ सूचना और ज्ञान के सम सामयिक विकास की आवश्यकता पर पूर्ण रूप से फिट नहीं हुए हैं, इसलिए ये बुनियादी परिवर्तन और नवाचार में कुछ समस्याओं का सामना कर रहे हैं। आधुनिक पुस्तकालय ज्ञान के समाज का निर्माण कर रहे हैं और इन आधुनिक पुस्तकालयों में एक पुस्तकालयाध्यक्ष या लाइब्रेरियन सूचना अधिकारी के रूप में काम कर रहा है जो सूचना के कई स्रोतों में से प्रासंगिक जानकारी को खोजने में मदद करने के लिए एक मार्गदर्शक है। आज पुस्तकालयाध्यक्ष अपने क्षेत्र में किसी भी बदलाव के लिए लगातार तैयार हैं और अपने कौशल और ज्ञान में सुधार करने के लिए भी उत्सुक भी हैं।

“In the nonstop tsunami of global information, librarians provide us with floaties and teach us to swim.”

— Linton Weeks

धन्यवाद ज्ञापन भी एक कला है.....

अर्चना श्रीवास्तव ,पुस्तकालयाध्यक्ष

केन्द्रीय विद्यालय बैरागढ़ , भोपाल

धन्यवाद प्रस्ताव एक छोटा औपचारिक भाषण है जिसमें आप किसी को किसी चीज़ के लिए अपनी ओर से धन्यवाद कहते हैं और उनकी प्रशंसा करते हैं और अन्य लोगों से भी उनको धन्यवाद करने में शामिल होने के लिए कहते हैं। ऐसा कई अवसरों पर हो सकता है जब आपको मंच पर किसी दूसरे की ओर से या स्वयं की ओर से या पूरे समूह की ओर से धन्यवाद देने के लिए कहा जा सकता है।

जब धन्यवाद शब्द को हम किसी के प्रति आभार व्यक्त करने के लिए इस्तेमाल करते हैं, तो इसका मतलब होता है कि हम उसे उसकी अहमियत या सार्थकता बता रहे हैं। असल में देखा जाए तो इस सृष्टि में कोई भी मनुष्य या जीव-जंतु अपने आप में पूर्ण नहीं हैं, सब परस्पर एक-दूसरे से जुड़े होते हैं। इस जीवनचक्र या कार्यचक्र की यदि एक भी कड़ी टूट जाए, तो सब बिगड़ने लगता है। इसलिए बहुत जरूरी है कि आप अपने जीवन में दूसरों की अहमियत को समझें और उसके लिए आभार व्यक्त करना न भूलें। यदि कोई आपके लिए कुछ करता है, तो उसे यह जताने का प्रयास करें कि जो कुछ भी सामने वाले ने आपके लिए किया है, आप उसकी कद्र करते हैं। उस व्यक्ति को धन्यवाद देना न भूलें। धन्यवाद कहने में दो चीजें निहित हैं।

➤ कृतज्ञता, जो कि एक भावना है।

और

➤ उस भावना की अभिव्यक्ति, जो कि एक प्रदर्शन है।

धन्यवाद ज्ञापन के समय ध्यान रखें कि

➤ शब्दों का चयन काफी सोच समझकर किया जाये।

➤ औपचारिक भाषा का ही प्रयोग करें, व्यक्तिगत होने से बचें।

➤ उदबोधन संतुलित हो, ज्यादा प्रशंसा या ज्यादा नकारात्मकता दोनों से ही बचें।

➤ कार्यक्रम में योगदान देने वाले ऊपर से नीचे तक सभी को सीमित शब्दों में धन्यवाद दे, अंत में परम पिता परमेश्वर को भी अपने शब्दों में शामिल करें।

➤ धन्यवाद ज्ञापन सीमित शब्दों का होना चाहिए ओर अतिशयोक्ति पूर्ण नहीं लगना चाहिए।

➤ समय का विशेष ध्यान रखना चाहिए।

यह तो हम सब जानते हैं कि धन्यवाद और शुक्रिया बोलना शिष्टाचार का एक हिस्सा है, जिसे हम सामने वाले का आभार व्यक्त करने के लिए बोलते हैं। लेकिन यह भी सत्य है कि धन्यवाद बोलकर हम सामने वाले को सेवा के लिए प्रोत्साहन देते हैं, जिससे तत्काल उसके अंदर एक सकारात्मक ऊर्जा उत्पन्न होती है। यदि हमने उसकी सेवा के लिए आभार जताकर उसमें सकारात्मकता का भाव भर दिया, तो उसका असर कहीं न कहीं हमारे अंदर भी आएगा। दरअसल, मानव शरीर एक तरह का आईना होता है। आपके सामने वाले के मस्तिष्क में जिस तरह की तरंग उत्पन्न होगी, आपके अंदर भी उसी का प्रतिबिंब बनेगा।

एक व्यक्ति अपने जीवन में कई प्रकार की परेशानियों से जूझता है, लेकिन इस बीच होने वाली सकारात्मक चीजों से उसे एक नई ऊर्जा मिलती है। धन्यवाद भी उन्हीं में से एक है। जब आप किसी को धन्यवाद बोलते हैं या कोई आपको धन्यवाद बोलता है, तो दोनों के अंदर सकारात्मकता का भाव उत्पन्न होता है। धन्यवाद बोलने से आप दूसरे के द्वारा किए गए कार्यों के लिए उसका आभार व्यक्त करने के साथ ही उसका सम्मान भी करते हैं। इसका प्रभाव दूसरे के कार्य पर भी पड़ता है। आपके धन्यवाद की चाह में वह अपने कार्य को ज्यादा गंभीरता और उत्साह से साथ करने का प्रयास करता है।

सार रूप में , धन्यवाद ज्ञापन किसी भी कार्यक्रम का एक अति महत्वपूर्ण और अंतिम भाग है जिसकी सफलता या असफलता किसी भी आयोजन का महत्व बढ़ा-घटा सकती हैं। इसलिए इस परम्परा का पालन ध्यान से ही करना चाहिए ताकि यह अतिथियों एवं आयोजकों दोनों के ही सम्मान एवं प्रतिष्ठा को बढ़ाये तथा भविष्य के लिए सुनहरी याद के रूप में संचित रहे।

ANNUAL LIBRARY ACTIVITY PLAN

ARCHANA SRIVASTAVA,
Librarian, KV Bairagarh Bhopal

TOOLS FOR ALAP

- Calendar
- Review list of past five years
- Important days and dates
- List of festivals
- Library related important day/ dates
- Library related important works
- Exhibition of books when needed
- Preparation of book issue cards
- Preparation of condemned list
- Issue of books to class library
- List of books for binding
- Data updating
-

CELEBRATION OF DAYS

International Children's Book Day	02 April
World Book and Copyright Day	23 April
National Technology day	11 May
Harry Potter (HP) Birthday celebration	July / August
Hiroshima Day	6 Aug
Independence Day	15 Aug
Teacher's Day	5 Sep.
Hindi Day/Week/Fortnight	September
International School Library Day & Month	October
Gandhi Jayanthi	2 Oct
U. N. Day	24 Oct.
Sardar Patel's Birthday	31stOct
Children's Day	14 Nov.
Library Week	3rd Week of November
Indira Gandhi's Birthday	19 Nov.
Children's Day	14 November
Drop Everything And Read (DEAR)	November
Army Flag Day	7 Dec.
Republic Day	26 January
Martyr's Day	30 January
National Youth Day	12 Jan.
Safer Internet Day	7 Feb.
Gift a Book & Get a Friend	Feb – March
Book Fairs	03 times a year if possible

CONCLUSION

Planning empowers your library to make the greatest impact possible by developing a mission, vision, goals, and objectives to guide your activities. Planning helps you tailor services to meet the specific needs of your community. Planning cultivates devoted and enthusiastic champions for your library.

CLASSROOM MANAGEMENT FOR SCHOOL LIBRARIES

ARCHANA SRIVASTAVA,
Librarian, KV Bairagarh Bhopal

What does class room management mean?

- Running the class smoothly
- Not having disruption
- Not having unwanted noise

Having student's focus in learning

- Real learning taking place

What does control mean?

- In charge of
- Have power over
- Be in command of
- Jurisdiction
- Rule
- Domination: In positive way
- Friendly but strict administration

Essentials of Environment

- Proper seating arrangement
- Proper light
- Cross ventilation
- Reading materials accessibility
- Material supply
- Noise-free
- Pleasant

Management Tips

- Have a clear task for each class
- Instruct students on periodic basis
- Display dos & don'ts clearly and make them follow strictly.
- Encourage positive behaviors.
- Discourage negative behaviors.
- Make value based principles.
- Be helpful.
- Be a leader.

IMPACT OF NEP 2020 ON TEACHER LIBRARIAN

All practices included in the Library and schools must be inclusive and equitable. Being inclusive, it must consist of all groups of individuals to receive the services of a library and include all individuals from different tribes, rural, socially economically disadvantaged groups (SEDGs) children with special needs (CWSNs) and minorities.

As per Para 2.8 of NEP 2020

Enjoyable and inspirational books for students at all levels will be developed, including through high-quality translation (technology assisted as needed) in all local and Indian languages, and will be made available extensively in both school and local public libraries.

* Public and school libraries will be significantly expanded to build a culture of reading across the country.

Digital libraries will also be established.

* School libraries will be set up - particularly in villages - to serve the community during non-school hours, and book clubs may meet in public/school libraries to further facilitate and promote widespread reading.

* A National Book Promotion Policy will be formulated, and extensive initiatives will be undertaken to ensure the availability, accessibility, quality, and readership of books across geographies, languages, levels, and genres.

Looking at the NEP 2020 from a teacher librarian's point of view, here are some of the takeaways:

* To provide best practices to support the fundamental principles of Education, the teacher-librarian to collaborate with Teachers that can promote fundamental principles laid down in the NEP. And, this can be done by pursuing – Curiosity & Passion Projects through cluster groups.

* The NEP emphasizes the teachers and faculty, including the Librarian, to have an attitude of service. Keeping that in mind- the Library becomes the education service center of resources in print, digital, and personnel.

Librarians instructional practices and curriculum, therefore, must include a variety of dispositions in an informal setting to help students develop the dispositions cited in the NEP are:

Values like empathy, respect for others, cleanliness, courtesy, democratic spirit, the spirit of service, responsibility, pluralism, equality, and justice.

Life skills, such as communication, cooperation, teamwork, and resilience to be included.

Scientific temper and evidence-based thinking, creativity, and innovativeness; a sense of aesthetics and art

Oral and written communication; collaboration and teamwork; problem-solving and logical reasoning; vocational exposure and skills;

Digital literacy, coding, and computational thinking;

Ethical and moral reasoning; knowledge and practice of human and constitutional values; gender sensitivity.

Promoting multilingualism and the power of language in teaching and learning.

Collection of the Library, as recommended by the NEP, must be inclusive and include the following:

- Digital
- Multi-lingual
- Multi-levelled books
- Bi-lingual books
- Indian literature with global literature
- Blend of modern and classical literature in all languages
- Books based on inquiry, critical thinking and problem solving
- In addition to high-quality offerings in Indian languages and international languages, language learning is encouraged to help students learn about the cultures of the world and enrich their global knowledge.
- Folklore and stories from different states
- Resources to include pride in India, and its diverse, ancient and modern culture and knowledge systems and traditions
- And resources to lead to Global awareness (we cannot live in isolation)

Librarians Lesson plans to include the following skills when planning:

- Scientific temper and evidence-based thinking
- Creativity and innovativeness, problem-solving and logical reasoning
- Sense of aesthetics and art
- Oral and written communication
- Collaboration and teamwork
- Digital literacy and information literacy
- Ethical and moral reasoning

SUGGESTED LIBRARY ACTIVITIES

ARCHANA SHRIVASTAVA,
Librarian, KV Bairagarh Bhopal

School libraries provide a safe haven for all students to think, create, share, and grow. A gateway to knowledge and culture, libraries play a fundamental role in society. The resources and services they offer create opportunities for learning, support all educational and co-curricular activities, help & shape the new ideas and perspectives that are central to a creative and innovative Vidyalaya.

Library period is a period where students can learn something of their interest. It gives them a pleasure to know, pleasure to learn some new in an interesting way. So, through library activities librarian can inspire the students learning to read and reading to learn.

Some common library activities in KV's....

- Book Marks
- Scrap Book
- Library Magazine
- Book Review
- Read Aloud

SOME SUGGESTED ACTIVITIES

- **Book Fairy Costumes:** Children can make a mask of any popular character by chart paper and deliver some lines or act.
- **Historical or Geographical Database:** Students can gather information about different states or countries. We can hook up this activity with “**एक भारत - श्रेष्ठ भारत**” ।
- **Get Caught Reading:** This school wise activity encourages students to read during their free time. An announcement can be made that the students caught reading anywhere in the school during their leisure time will be giving out some gifts or certificate. We can take a picture and upload on Blog or Website. The prize can be a certificate or a pen or any other small thing. This activity may convince students who would not normally read to pick up a book and begin reading.
- **Open Day:** We can organize an open day in our school library and invite parents and other members of local community. Give responsibility to our own students to demonstrate online catalogue, computer-based activities or they can show bestsellers, collection of reference books, new arrivals or other resources too.

- Workshops: Try to devote a few periods a month to leading a workshop on skills such as creative writing, reading comprehension, speed writing, cursive writing, forming letters or reading aloud. Language teachers also can be a part.
- Library Hunt: This interesting and enjoyable activity also takes place for young students of class 6th or 7th or in a class library too. We can arrange a set of books on age-appropriate subjects such as animals, festivals, food for little ones and scientific, historical or geographical facts or international affairs for senior students. Permit the students pencil and paper to take notes. In the end, ask each student or group to share information with book and self detail he/she searched about their allotted topic.
- Teen Advisory Group: This group of children can plan displays, suggest books and magazines for library, class-magazine and publication of a library newsletter.
- Glad Book-Sad Book: This activity is based on that how students treat library materials. Just made happy and sad faces on a cube or paper and take rolling this among students. As the watch stops, if a student got happy face, he/she should provide one example of a way to care a library book or a way that a person should behave in the library. If the student rolls a sad face, he/she should give an example of a way to mistreat a library book or the way a person might behave poorly in a library.
- Country Research: Allow students to explore the materials related to different countries. You can assign each student with a different country or can connect this activity with a social science project also. Worksheets or charts can be used for display this work.
- Famous Historical Figures: Can plan like the previous one. In this project we can allow students to perform like that personality or combine it with language teacher for a creative writing exercise.

GAMING AT THE LIBRARY: A NEW CONCEPT

Our libraries have a mission to provide a variety of materials in a variety of formats. Board games, card games, and online games are also mode of stories & information, presented in new formats. Sometimes Libraries can be a playground of games based on some information or books. These games enrich & encourage

- mission to curriculum support
- literary values
- language skills through peer learning

- literacy activities like reading, writing & creating content
- vocabulary and language roots

Gaming programs are primarily social events. It's more about relationship building than gameplay.

- Students who may not visit the library by choice can attend and gain insight into how the library may be relevant to them.
- Regular users may see the library in a new light.
- All users may be prompted to use other non-gaming library services.
- Ideally, all users have a positive library experience.
- Gaming programs epitomize library as 3rd place, creating a community place between home and work/school to socialize and play
- Some online game events are also being used to encourage print literacy.
- Some online game events may be educational in nature.

CONCLUSION

Now a days Libraries looking for ways to reach beyond their traditional patron base. Libraries are striving to deliver what students want. Libraries continue to struggle for relevancy in a world where people are willing to pay money for commercial commodities that libraries deliver for free (Netflix or Amazon are the example).

INNOVATIVE WAYS TO DEVELOP READING SKILLS AMONG STUDENTS

ARCHANA SRIVASTAVA,
Librarian, KV Bairagarh Bhopal

Why Reading is important?

- Reading makes way for a better understanding of one's own experiences and it can be an exciting voyage to self-discovery.
- It is the art of interpreting printed and written words, the most effective process of conscious learning which influences the extent and accuracy of information as well as the attitudes, morals, beliefs, judgement and action of readers

Reading Habits/ skills

It is a pattern with which an individual organizes his or her reading. Reading is important for everybody in order to cope with new knowledge in a changing world – that of the technological age. The ability to read is at the heart of self-education and lifelong learning.

What exactly do human beings get from reading books?

* Is it just a matter of pleasure? or

* are there benefits beyond enjoyment?

Reading books benefits both your [physical](#) and [mental health](#), and those benefits can last a lifetime. Attractive books will give the same pleasure and joy that toys may give and if allowed to handle them, the child will develop the same love for books as for toys.

Role of Librarian

- Librarian must be a good reader, having interest in reading and maintaining the library.
- Always motivate teachers/ staffs about the functionality of libraries.
- help teachers ideate and make some persuasive slogans, advertisements for books, write abstracts, prepare learning logs, charts, plan activities around the books.
- Encourage students to develop reading skills, and when students come to library class online/ offline then narrate book story in interesting way.
- Librarian must evaluate each student on record of their choices, interests.
- Student be a reader, having curiosity in learning.

In order to promote the reading habits among children's schools can organize a number of activities like:

- Fun Activities

Book Marks, Book Jackets, Display Material. Music, action and movement may be incorporated in poems and rhymes to make them more interesting.

- Book Based Activities

All activities related with books/authors

- Web Based Activities

All activities which need computers/internet/IT devices

- Bookmark contest
- Kids reader hunt
- Poetry Reading
- Library games (Word searching from books and dictionary)
- Library treasure hunt (about library services)

Book Reading Program: Let students to read interesting story or some paragraphs from a book when others listen. Ask simple but interesting questions based on the presentation.

- Dramatization of the story: Children brainstorm in groups what has happened to different characters since the end of the story. Each group will brainstorm ideas for different character.
- Video Lessons: The *library* is an important place for students and people who love books. It is a place to read and understand books through YouTube and videos, films and ask interesting questions based on the presentation.
- Library Outreach Program (interaction of library expert on different reading issues): Organise programs for students like advance development in education and research and in library technology.
- Book exchange Program: Book exchange program will be organised among students.
- Bibliography Creation: Give a topic and let them to search the library database and shelves.
- Publication of library bulletins, newsletter with the help of students, highlighting school library activity based on the importance of the activities to be carried out in the library.
- Read each night: encourage students to read each and every night for development of good reading habits.

Role of Librarian Now Cybrarian in Transforming Traditional Library in to Modern Cybrary

- Books are for use.
- Every reader his [or her] book.
- Every book its reader.
- Save the time of the reader.
- The library is a growing organism.

For the implementation and fulfill above law at present scenario the role of librarian has been changed

TRANSFORMATION ?

- Usage of internet in libraries.
- Emergence of new technologies in the libraries.
- E-mail facility.
- Bar Code technology.

Transformation of Collection and Services

- | | |
|----------------------------|-----------------|
| • BOOKS | E-BOOKS |
| • PAMPHLETS | E-TEXT ARCHIVES |
| • RARE BOOKS
COLLECTION | ON-LINE TEXT |
| • JOURNALS | E-JOURNALS |
| • THESIS | DATABASES |
| • REPORTS | WEBSITES |
| • CONFERENCE PROCEEDINGS | Many More |

Role of the Librarian is Changed

It becomes-

- Store keeper/custodian
- Librarian
- Information Processor
- Cybrarian

To cope with the rapid changes should have to equip themselves as per the requirement of the electronic information society

- Cybrarian is a compound word of Cyber and Librarian.

And should have knowledge of:

- Computer network
- E-books & related material
- Downloading software
- Computer-Related storage devices
- Scanning devices
- E-publishing
- Data security
- web Resources & security

Services offered by the E-library

- Library promotion and marketing;
- E-publishing;
- Information literacy programs
- User Services and queries

Online access of all library services

Conclusion

- Finally, it may be stated that human component is basically an indispensable part of the Library as 'Librarian' and *Cybrary* (in the electronic environment) as '*Cybrarian*'.
- So, a traditional librarian is on the way to cybrarian transforming with all ethics & values FOR A BETTER WORLD.

CRITERIA OF ASSESSMENT OF ISC TGT (LIBRARIAN) PARTICIPANTS

DHARMESH KUMAR SINGH
COURSE COORDINATOR
FACULTY LIBRARIAN, ZIET MYSORE

CRITERIA OF ASSESSMENT OF ISC TGT (LIBRARIAN) PARTICIPANTS

Dharmesh Kumar Singh
Faculty Librarian ZIET Mysuru



2A -1 KNOWLEDGE OF SUBJECT CONTENT AND ORIGINALITY (5 MARKS)

- SESSION OBJECTIVES --ELOs
- CONCEPTUAL CLARITY -Whether teacher used appropriate examples to clarify the concept.
- SUBJECT MASTERY-Whether teacher used subject knowledge appropriately
- ORGANISATION OF THE CONTENT
- KSA COMPONENT

2A -2 COMMUNICATION SKILLS (5 MARKS)

- ACCURACY AND APPROPRIATENESS
- CLARITY AND AUDIBILITY
- BODY LANGUAGE
 - ❖ POSTURE
 - ❖ EYE CONTACTS
 - ❖ GESTURES
- CLASSROOM MANAGEMENT
- INTER PERSONAL RELATIONS & RAPPORT BUILDING
- WHETHER SPEAKER LISTENS PATIENTLY.

2A -3 ICT INTEGRATION (5 MARKS)

- REASONABLY GOOD KNOWLEDGE OF ICT
- APPROPRIATE USE OF ICT IN TEACHING LEARNING PROCESS .
- SURFING THE INTERNET FOR THE DESIRED INFORMATION.
- LEARNER CENTRED /PARTICIPATIVE ORIENTED

**2A -4 USEFULNESS AND RELEVANCE FOR
SCHOOL / STUDENTS (5 MARKS)**

- MOTIVATION.
- REINFORCING LEARNING THROUGH
FEEDBACK.
- DEVELOPING LIFE-SKILLS.
- 21ST CENTURY SKILLS
- REMEDIATION.

**2B -PARTICIPATION IN GROUP ACTIVITIES &
MORNING ASSEMBLY (5 MARKS)**

- COOPERATION AND COLLABORATION.
- SHARING NEW IDEAS.
- PROMOTING GROUP COHESION AND TEAM
SPIRIT.
- QUALITY OF WORK DONE IN PRACTICALS.
- PARTICIPATION IN MORNING ASSEMBLY.

2C - OUTSIDE CLASSROOM BEHAVIOUR **(5 MARKS)**

- PARTICIPATORY, FRIENDLY AND AMICABLE.
- HUMBLE AND OPEN MINDED-ADHERES TO INSTRUCTIONS
- TEAM SPIRIT & CO-OPERATES WITH OTHER PARTICIPANTS AND MANAGEMENT.
- INTERESTED IN LEARNING, SHARING NEW IDEAS AND KNOWLEDGE.
- CONTRIBUTES TO CLEANLINESS.

2D- RESPONSIBILITIES TAKEN UP VOLUNTARILY SUCH AS CREATION OF BLOGS / ICT WORK/ CAREER COUNSELLING (5 MARKS)

- INITIATIVES- SHARING RESPONSIBILITY , QUALITY OF WORK DONE .
- LEADERSHIP TRAITS.
- INTER PERSONAL SKILLS -COOPERATION AND COLLABORATION .
- TEAM BUILDING- PROMOTING GROUP COHESION, TEAM SPIRIT.

2E- OVERALL INVOLVEMENT IN THE TEACHING-LEARNING PROCESS– (5 MARKS)

- SELF DISCIPLINE, PUNCTUALITY & REGULARITY- SINCERE IN COMPLETING THE ASSIGNED TASK
- ACTIVE PARTICIPATION & SHARING NEW IDEAS
- CLARIFYING DOUBTS/ASKING QUESTIONS
- COMMITMENT – PLANS & PREPARES FOR DEMO

PEN PAPER ASSESSMENT :

PRE-TEST		
MAX. MARKS	DURATION	WEIGHTAGE
40 Marks	90 Mins	NIL

MID-TEST		
MAX. MARKS	DURATION	WEIGHTAGE
40 Marks	90 Mins	20 Marks

POST-TEST		
MAX. MARKS	DURATION	WEIGHTAGE
40 Marks	90 Mins	40 Marks

e-Granthalaya3.0: A Complete Approach

DHARMESH KUMAR SINGH
COURSE COORDINATOR
FACULTY LIBRARIAN, ZIET MYSORE

e-Granthalaya” version 1.0. was released during Jan/2003 after selection by a “*Review Committee*” set up by DG(NIC). This version of “*e-Granthalaya*” was designed and developed by Karnataka State Unit (KSU) of NIC, Bangalore primarily for Public Libraries in Karnataka state. the Library and Information Services Division of NIC HQs, New Delhi. Later as forced by the new technologies and user requirements to cover-up the multi-lingual capability with UNICODE compliant data and for networking of libraries, a new upgraded version of the software was released during 2007 as named as “*e-Granthalaya Ver.3.0*”.

The main changes done in the third version are:-

- To make the software multi-lingual, we have used the .NET technology from Microsoft for design and development of the software. Now the software supports the data entry in all the Indian languages supported by the Windows OS.
- To make the database UNICODE compliant, we have used the SQL Server 2005 which supports data in UNICODE
- We have used Crystal Reports for generating various reports in the software.
- PUB_CODE, VEND_CODE, AUTH_CODE, Bar Code Number have been omitted
- New look to the forms and screens of the Data Entry Program
- This is a Network Edition of *e-Granthalaya* where a cluster of the libraries can use the same/common/centralized database and thus can generate union catalog
- Web OPAC interface has been re-designed in ASP.NET with advance features and new look
- LAN/WAN based connectivity possible to update the remote database from client PCs New fields in various tables have been added like „Translated By“, Status of the Member, etc.

Purpose of this Document

Purpose of the “Installation Guide” is to enlist the procedures / steps required to install the components of “*e-Granthalaya*” ver.3.0. Main objectives of this document are:

- To provide an overview of the Project
- To define the Hardware Requirements
- To define Software Requirements
- To Set the Systems Settings

Systems Requirements

e-Granthalaya runs only on Windows platform and not implemented in Linux. To implement the software successfully customers require following systems in their libraries:-

For Client/Server Mode of Implementation

Hardware Requirements

One Server PC with (Preferable Rack Server) (any CPU: 32 bit or 64 bit)

Standard Configuration

Minimum 2 GB RAM or more

80GB or above HDD or more

Network/Internet Connectivity

Clients PC with (As many as required by the library)

P -4 PC with standard configuration

Minimum 1 GB RAM

Min 40 GB HDD

Network/LAN/Internet Connectivity

Software Requirements

Server PC with (Operating System)

Windows Server 2008 or Higher

MS SQL Server 2005/2008 /2008R2 (Standard Edition) for Client/Server Mode

Clients PC with

Windows XP/Vista/Win 7/Win 8/ Win 10

2.2. For Stand Alone Implementation

Windows Server 2003/2008, Win XP/Vista/7/8/10 with MS SQL Server 2005 / or any version (Express Edition) With Min 1 GB RAM/ 40 GB Hard Disk

NOTE: Those who do not possess license version of MS SQL Server 2005, they may use MS SQL Server 2005 (Express Edition) – given with the e-Granthalaya Software CD / free downloadable from Microsoft web site at

<http://msdn.microsoft.com/vstudio/express/sql/download/>

2.3. Optional Requirements

2.3.1. Laser Printer

2.3.2. Bar Code Printer

2.3.3. Bar Code Readers

2.3.4. Internet Connectivity



INSTALLATION OF E-GRANTHALAYA 3.0 AND RESTORATION OF DATABASE-FAQ'S



Contents

- Installation Guide
- Creating Library
 - Taking backup
- Cataloguing Module
- Circulation Module
- Date Format setup
- Email Integration

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Installation Guide

- E-Granthalaya runs only on Windows platform.

1. Hardware Requirements

One Server PC

- i. Standard Configuration with Minimum 2GB RAM
- ii. 80GB or above HDD
- iii. Network/Internet Connectivity

Client PC

- i. P-4 PC with standard configuration
- ii. Minimum 2GB RAM
- iii. Minimum 40 GB HDD
- iv. Network/LAN /Internet Connectivity

2. Software Requirements

Server PC

- i. Windows Server 2008/R2 Higher
- ii. MS SQL Server 2005/2008/2008 R2(Standard Edition) for Client/Server Mode

Client PC

- i. Windows XP/Vista/Windows 7

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Installation Guide

- Run Setup to Install MS SQL Server 2005(Express Edition) from CD to install SQL Server.
- Run eG3 Client Program Setup from CD to install e-Granthalaya Data Entry Program.
- If it is installed in Client/Server Mode then make Database Connectivity.
 - i. Database Server : (Local)\SQLEXPRESS or IP Address of server name of SQL Server Instance
 - ii. Database : GRANTH3
 - iii. UserId : garnth3
 - iv. Password : granth3



eG3_InstallationGuide_64.pdf



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Microsoft SQL Server 2005

How to Install and Set up Manually Guide

1.1. Introduction

To use the e-Granthalaya Software for automation of your library, you need to install the database management program i.e. "Microsoft SQL Server". Further, there are various editions within the Version, which edition you need that depends on the "Implementation Mode" of the e-Granthalaya:

1.2. Implementation Modes

2. Stand-Alone Mode (One PC) – SQL Server 2005 – Express Edition (Free with e-Granthalaya CD)
3. LAN Based Client/Server Mode (One Server PC and many clients PCs) – SQL Server 2005 – Standard Edition (License Version) – for Local/LAN based access Only
4. WAN Based Client/Server Mode (One Server PC and many clients PCs) – SQL Server 2005 – Enterprise Edition (License Version) – for Web Based access

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1.3. Pre-Requisites to be installed before installation of the MS SQL Server 2005

(A). For 32 Bit PC (Windows XP/Vista/Windows Server 2003)

1. Windows Installer 3.1
2. .NET Framework 2.0

(B). For 64 Bit PC (Windows Server 2008/win 7)

3. NET Framework 2.0
4. NET Framework 4.0

NOTE: These all pre-requisites are available in e-Granthalaya CD

NOTE: Before installation of MS SQL Server 2005, please make sure that you are running Internet Explorer 6.0 or later version, if not then first upgrade your internet Explorer by installing the Service Pack1 (SP1) of Internet Explorer

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3.1. Installation of eG3 Components on 64 Bit PC (Supported OS: Windows Server 2008/ Win 7)

1. Install .NET Framework 4.0 from eG3 CD – Chapter 4
2. Install MS SQL Server 2005 Setup (Express Edition) – Chapter 5
3. Install 'Crystal Report Executable" – Chapter 8
4. Install eG3 Client Program from CD– Read Chapter 6
5. Make Database Connectivity (If installed in Client/Server Mode) – Read Chapter 7

3.2. System Setup and How to Run e-Granthalaya Software–Chapter 9

3.3. Install of eG3 Web OPAC – Read Chapter 10

NOTE: After installation of SQL Server then you need to install Crystal Report Executables Manually by double click "CRRedist2005_X64" file from 'Crystal Report" folder under 'Client Program' folder of CD. This file/executable can also be downloaded from our web site.

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Taking Backup

- E-granthalaya uses MS SQL Server database management system to store the data of the library. So it is essential to keep backup of database of the library and that can be restored later at any time.
- Database must be backup on the hard disk and later backup file must be stored in CD ROM or pen drive.
- Follow the steps to perform backup
 - i. Create Library Folder in C/D drive of the server PC where the database is residing.
 - ii. Go to Database Utilities-->Database backup and Recovery menu under ADMIN module.
 - iii. Select Drive/Folder from the dropdown.
 - iv. Press backup button to perform backup.
 - v. Once the backup process is complete, it gives message about the path of backup and its name.



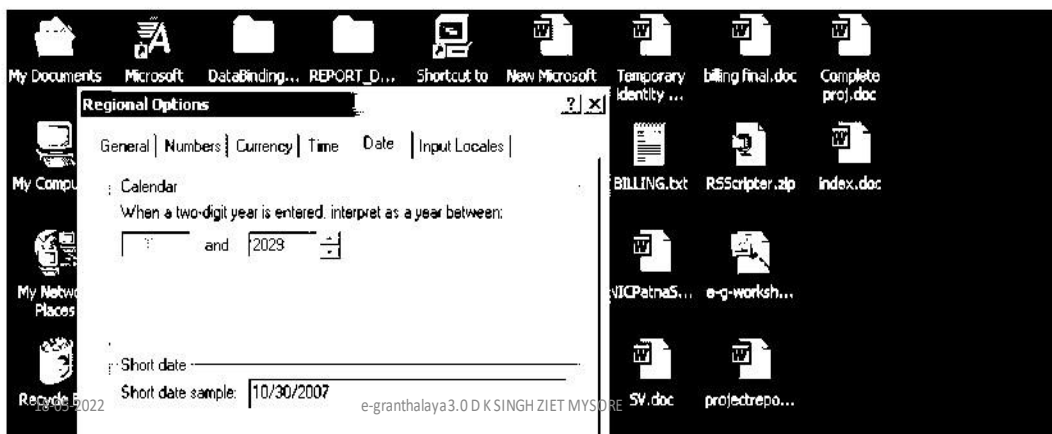
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9.1. DATE Setup

1. Before using the e-Granthalaya Software, you must set the **Short Date Format** as “MM/dd/yyyy” in Server PC as well as Client PC's

NOTE: For setting up the Short Date Format . Go to Control Panel >>Regional Options>>Advance Button >>Date Tab (change here the “Short Date Format settings” of the date and save it) – in both Server and Client PC. Date Separator must be “/”. However, while adding the Date in the data entry program you must enter it in Indian Style e.g. 23/01/2011 (Only 10 digits dates are accepted)

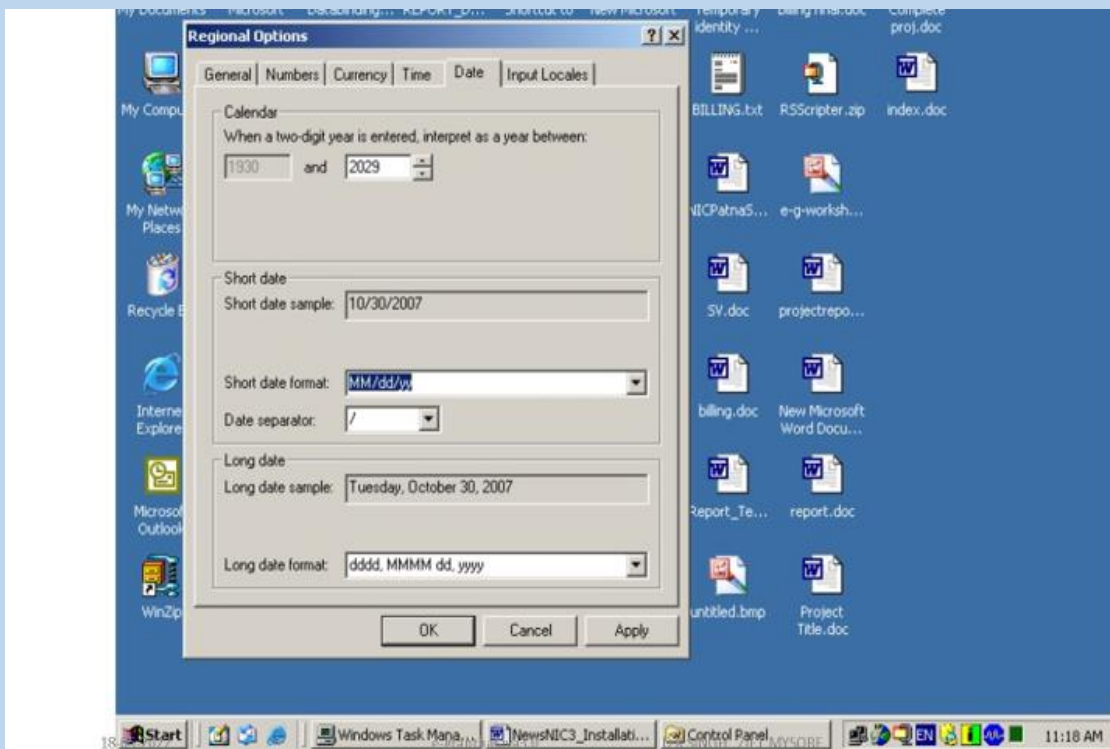


2.1. System Date Setup ?

Short Date Format of the System (Server PC as well as Client PCs) must be set to US Date Format i.e “MM/dd/yyyy” while date separator must be set to “/” only. However, you will enter the date during data entry in e-Granthalaya Software in “dd/MM/yyyy” style , e.g. 27/02/2010.

Date must be entered in 8 digits plus 2 digits for ‘/’ date separator. For example, in case there is first January then you need to enter day as 01 and Month as 01 for January, and year must be entered in 4 digits (01/01/2015). How to setup date format 1. Go to START >> Settings >> Control Panel 2. In Win 7 / 8/Win Server 2008/2012 – under Control Panel >> Region and Languages >> Press Additional Settings Button. 3. Under the DATE Tab >>in “Short Date Format” type/select the format i.e. “MM/dd/yyyy” and save it (MM must be in caps) 4. This is done once, however, users are suggested to check it regularly because some times it automatically gets changed to Indian format i.e “dd/MM/yyyy” or other formats. NOTE: In case any date format related error is thrown by the e-Granthalaya during data entry then check this date format and correct it as above.

NOTE: While entering the data in the software the format of the DATE must be in Indian Format i.e “dd/MM/yyyy” e.g. 25/11/2005. Year should always be in the 4 digit.



[A]. How to Create and Restore GRANTH3 database

1. Run Microsoft SQL Server : Go to START >> PROGRAMS >> MS SQL Server 2005 >> SQL Server Management Studio and Click it as given below:



3. Select the "SQL Server Authentication" from drop-down and type login 'sa' and its password. In case you have installed the SQL Server from e-Granthalaya Auto setup then password is given in the 'Password.txt' file in eG3 Software CD. In Windows XP you can connect SQL Server using "Windows Authentication" where password is not required.

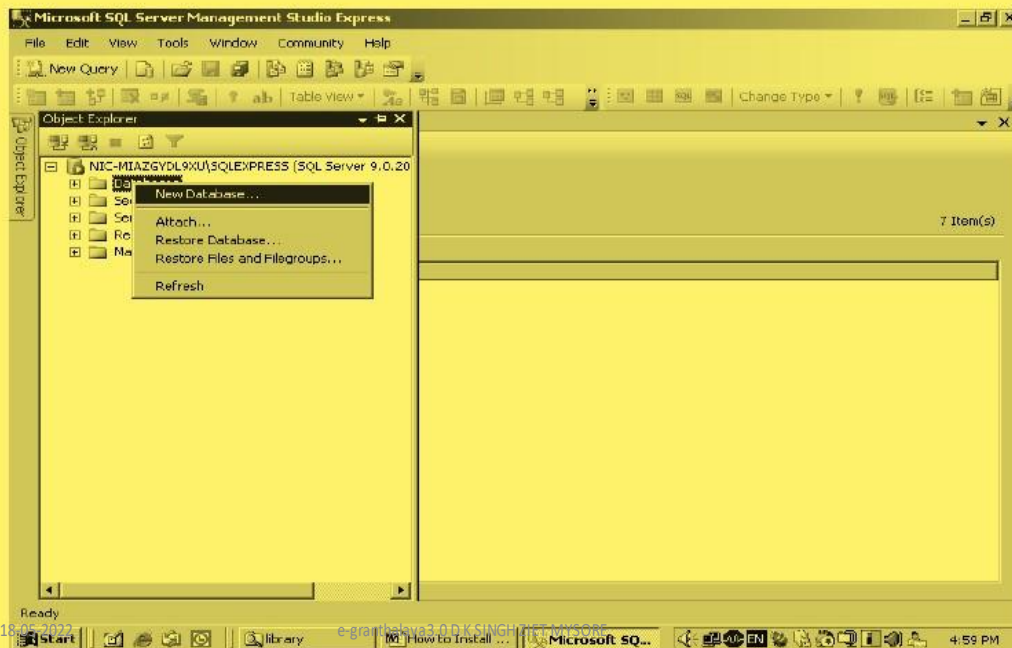
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Windows XP you can connect SQL Server using "Windows Authentication" where password is not required.

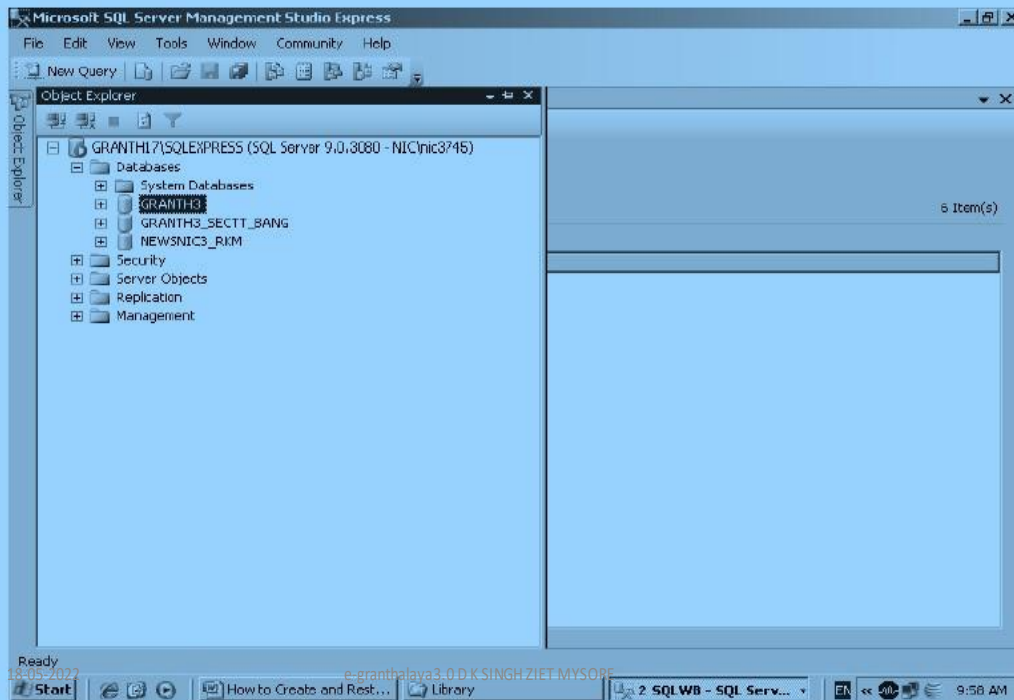
4. Press "Connect" button

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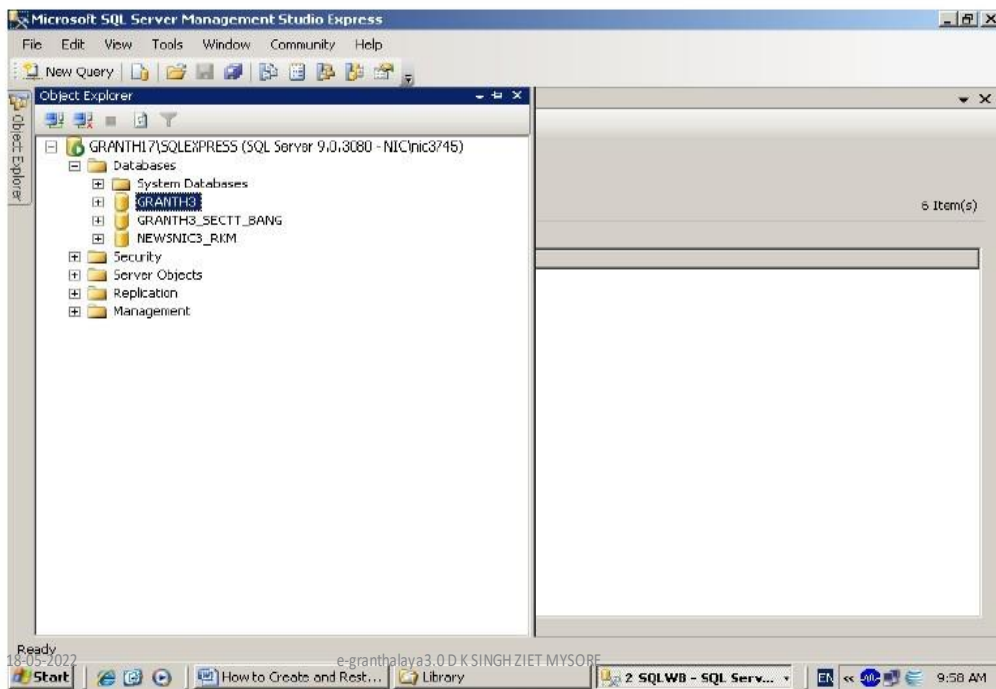
5. After connecting your SQL Server , you can create a new database here by right clicking the “Databases” object and select “New Database...”



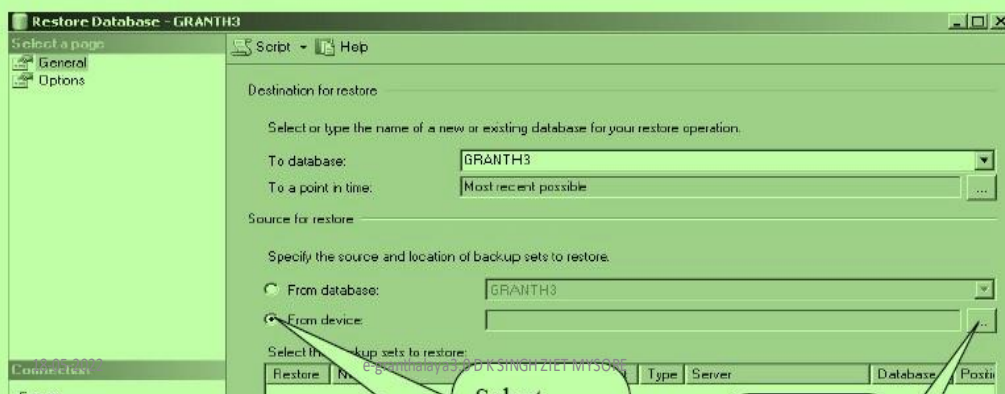
It will create the New Database GRANTH3 as shown in the following screen. In case database with the same name already exists then you can create with different name.



It will create the New Database GRANTH3 as shown in the following screen. In case database with the same name already exists then you can create with different name.



8. After clicking the above option, following screen will appear



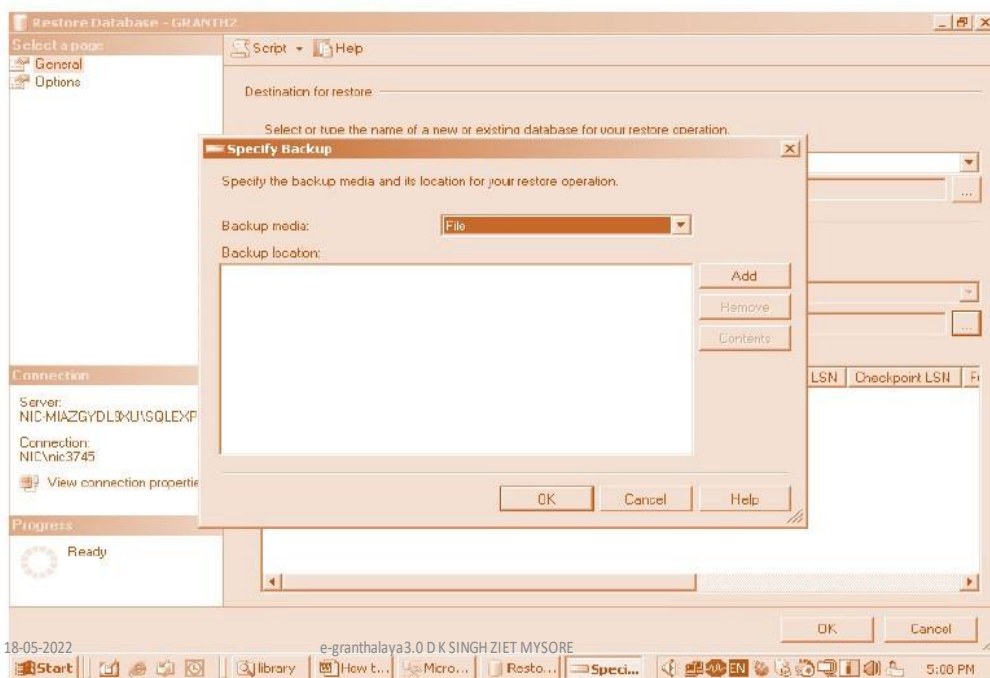


9. Select the "From Device" option from the above screen and pres ... (three dot button given in the right side of the screen against above selection, after pressing ... dot button following screen will appear

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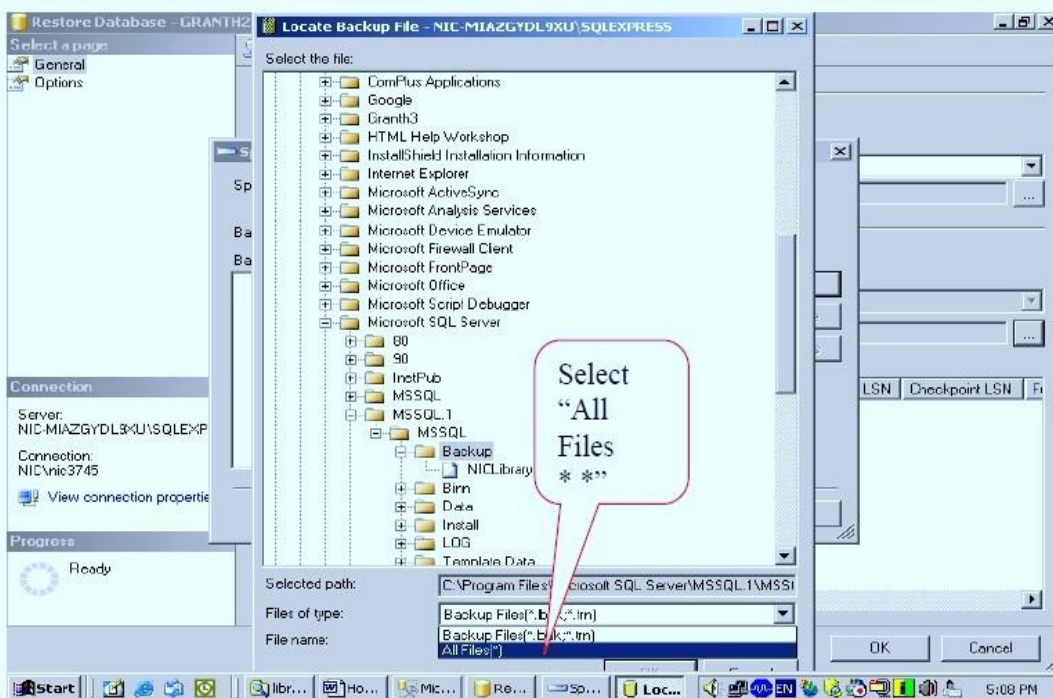
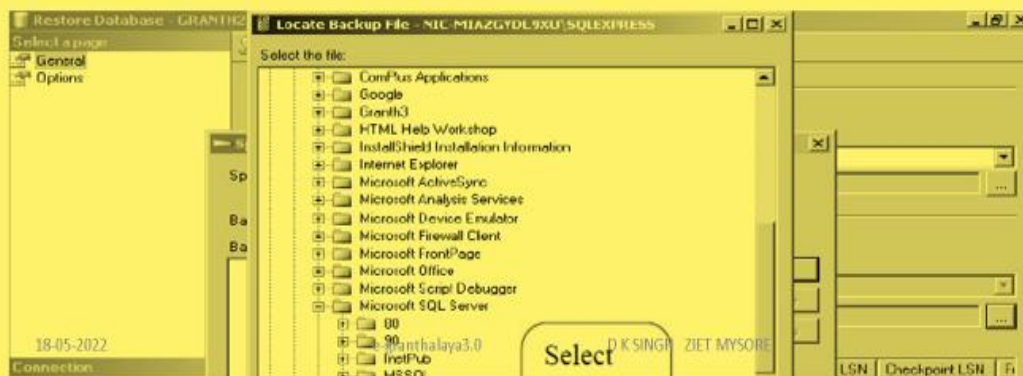
9. Select the "From Device" option from the above screen and pres ... (three dot button given in the right side of the screen against above selection, after pressing ... dot button following screen will appear



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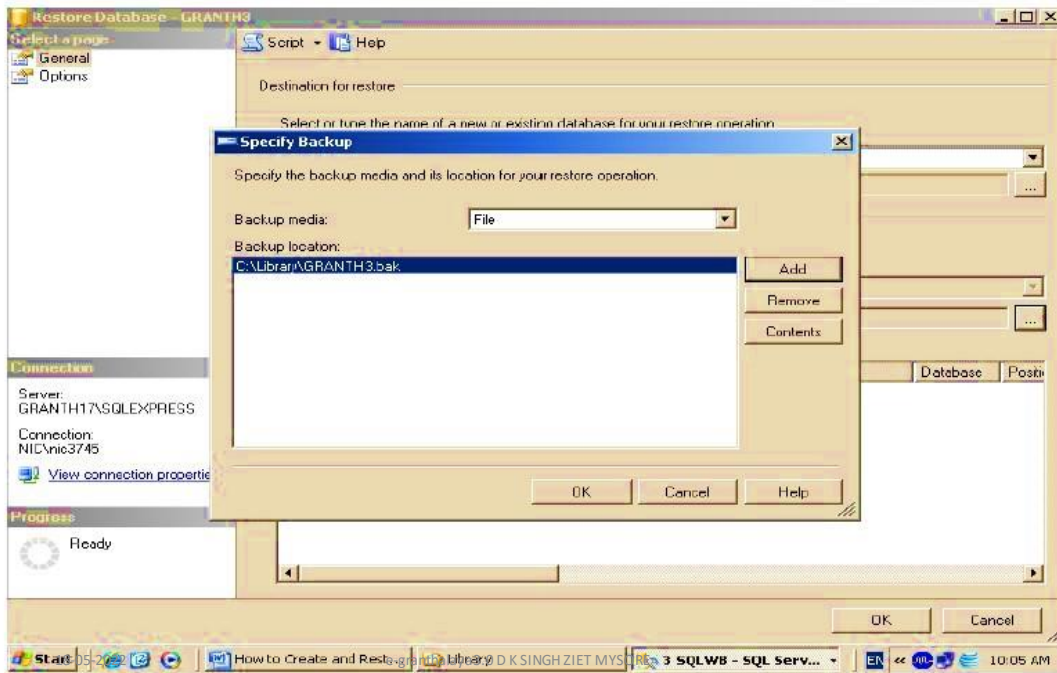
10. Press ADD button, following screen will appear



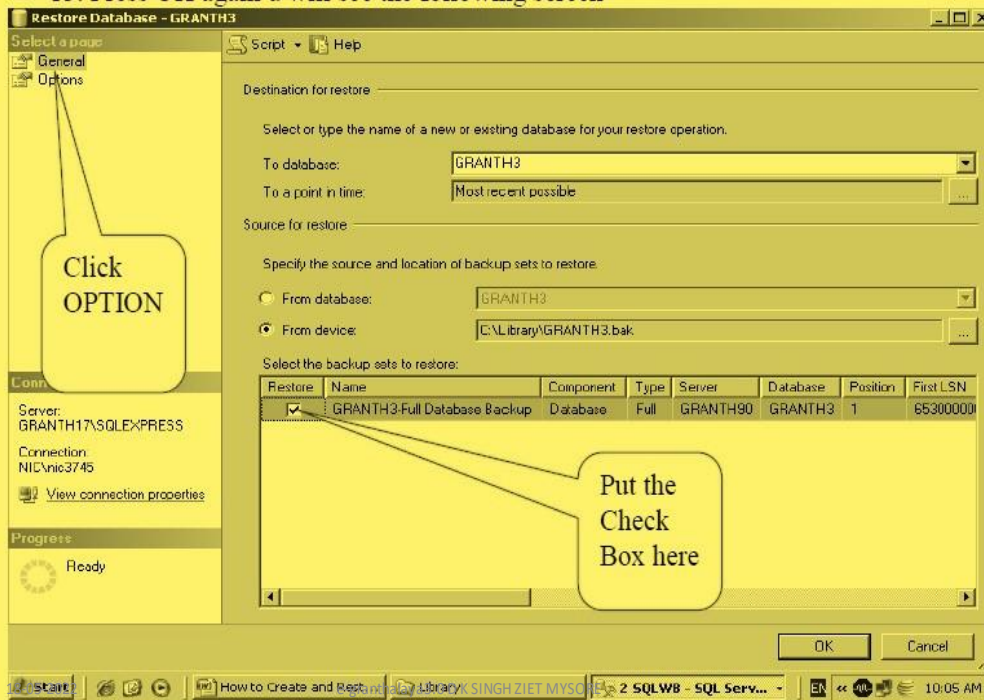
11. In the bottom part of the above screen , select the “All Files (*.*)” from the “Files of Type” and then select the backup file you just copies to “C:\Library” folder in the Step no.2 (browse the folders on your computer drives”

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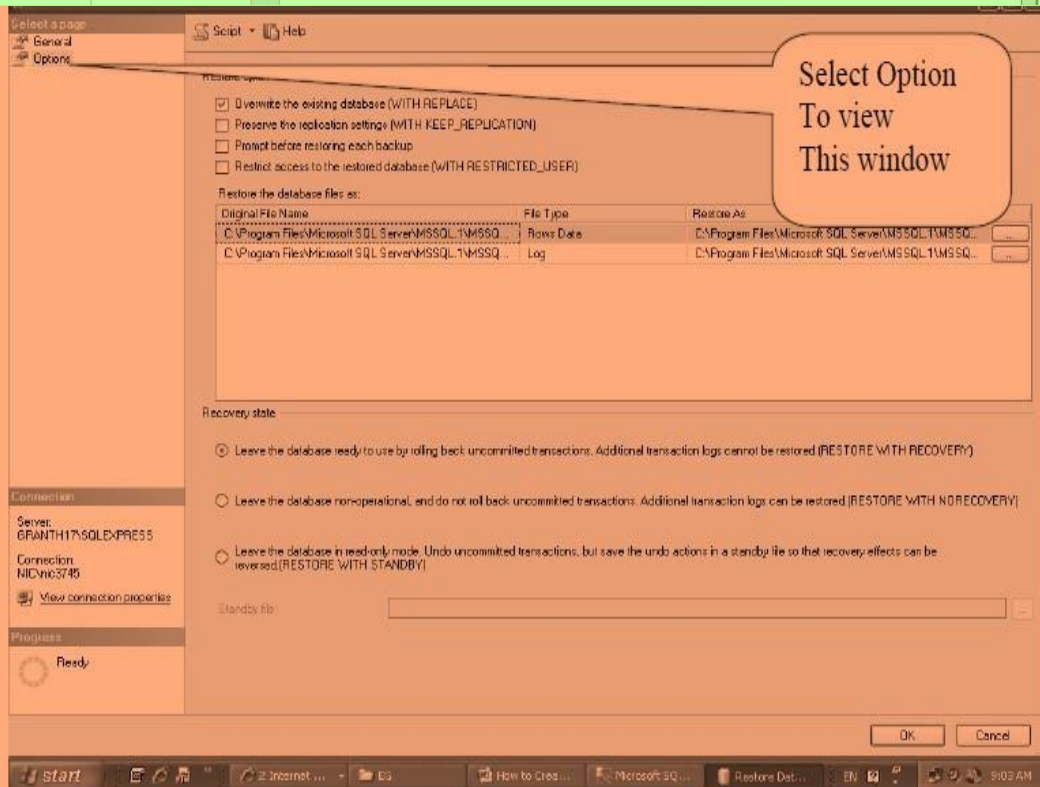
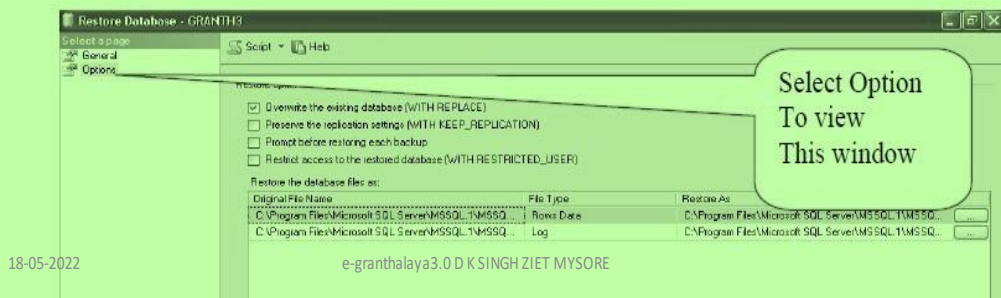
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13. Press OK again u will see the following screen

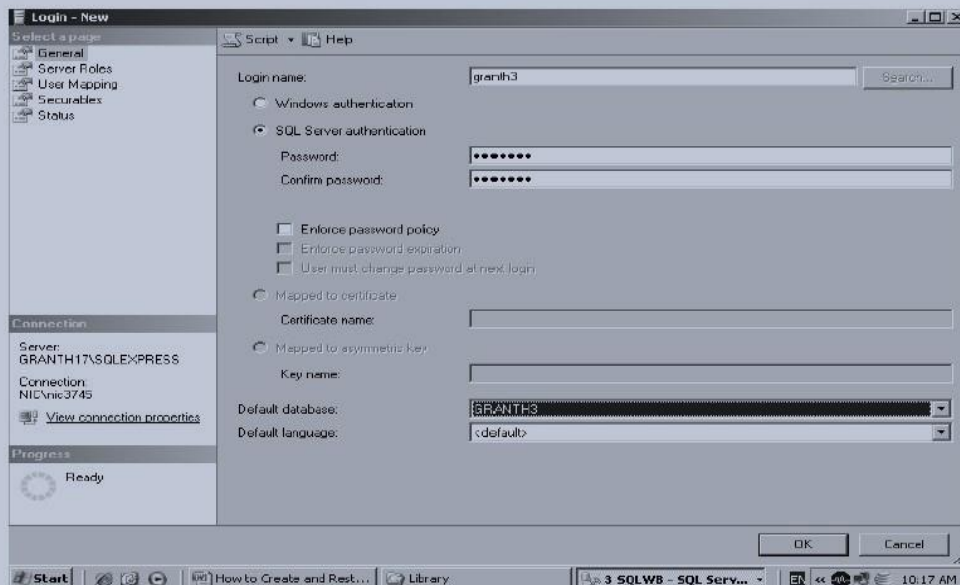


14. Check the Check box given in the above screen and press the OPTION tab given in the upper Left part of the above screen



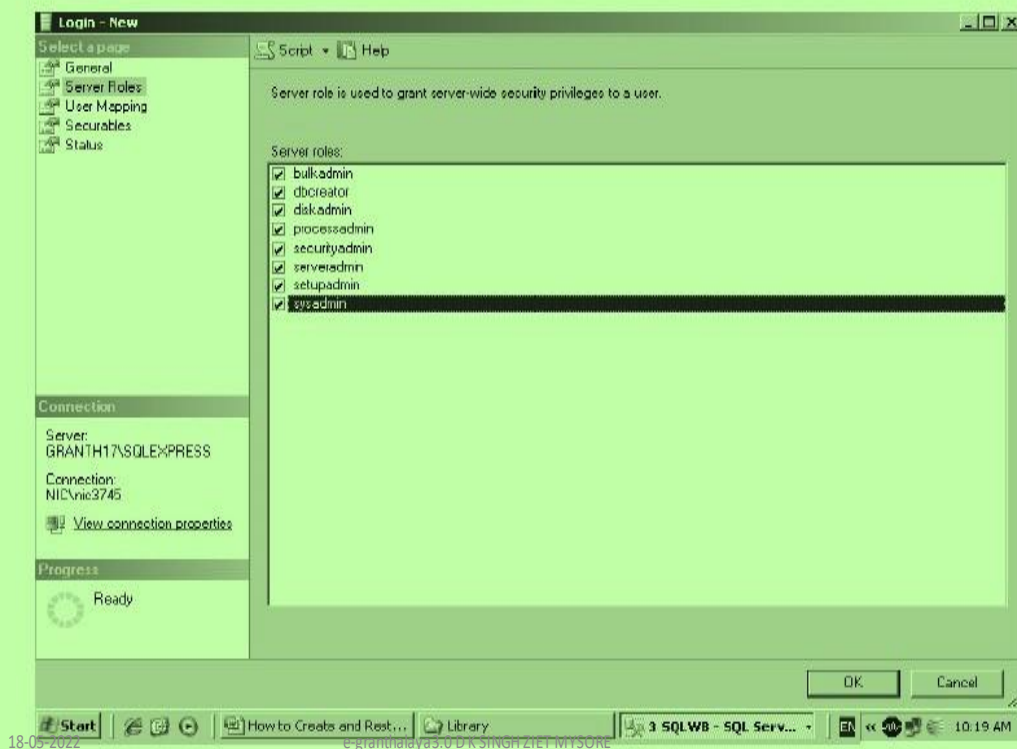
NOTE: Here you may need to change the Path of the Database in case it gives error. The Path may be browse by clicking the ... button in the right side of the above screen.

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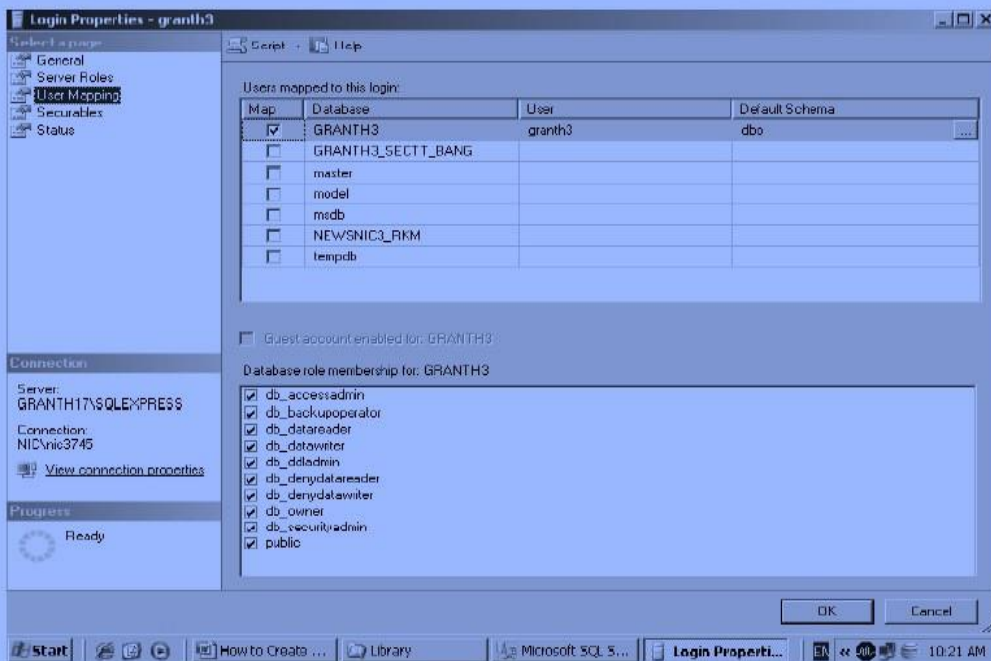
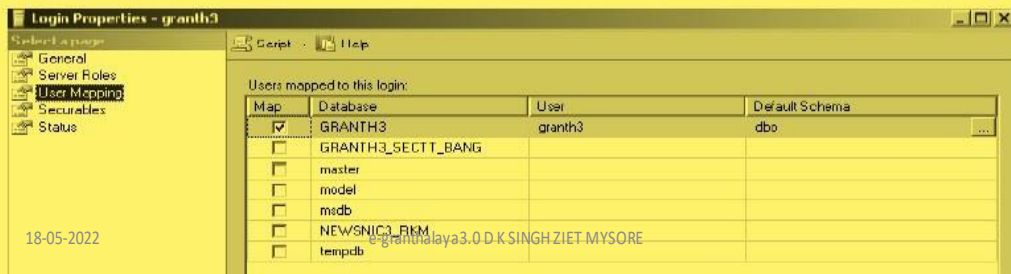


3. in the above screen, type the name of the login (granth3), choose SQL Server Authentication and type and re-type the password (granth3) and select the database (GRANTH3) for which you are creating the user. However, you may give any user and password which must be noted down for future use). Login Name and Password are case sensitive

4. Then click the “Server Role” object from the Left side of the screen and check all the check boxes as given in the below screen



- Then click the “User Mapping” object from the left side of the screen and select your database (GRANTH3) from the right side and check the first six check boxes as given in the below screen



- Press the Ok

NOTE: now re-boot the system again. Now your database is fully prepared for use with e-Granthalaya software

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NOTE: You must always note down the following information for setting up

Some FAQ's on egranthalaya 3.0

Q1. What are the other pre requisite before installing e-granthalaya?

Ans: An effective antivirus, An Updated well configured computer system and a Unstaller software like 'Revo uninstaller pro version'.

Q2. Which one is the appropriate method for Cataloguing?

Ans: Preferably it should be full cataloguing

Q3. What is the string data format error?

Ans: check the date format it should be in mm/dd/yyyy(Short Date)

Q4. What if Bar code is not scanning the bar code labels pasted on Books?

Ans: The accession number should be in three digits minimum or you can go for scanner setting(Technical Aspect). Or its faded so change it.

Q5. What are the precautionary measures for facing the data base connection failed?

Ans: Always keep backup in e-granthalaya 3.0 frequently, to restore the data base when required.

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Q6. Where is the backup saved in the computer?

Ans: While taking it it will be saved in either c drive or D drive where we locate it.

Q7. Where to send the Request form proforma for eligible Govt/Semi-govt organizations/libraries for e- granthalaya services and software implementation?

Ans: We can send scan copy of duly filled/stamped **PI Request Form** along with covering letter to rkmatoria@nic.in /egranthalaya@nic.in to initiate process

Q7: Where we can get the e-granthalaya software and its guidelines?

Ans: you can visit directly <https://egranthlaya.nic.in>, you will get all its related matter.

Q8. What is the Helpline number for e-granthalaya3.0?

Ans: NIC, New Delhi (egranthalaya section-01124305489)

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WAKELET: AN ONLINE TOOL FOR LIBRARIANS

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COURSE COORDINATOR
FACULTY LIBRARIAN, ZIET MYSORE

Wakelet is a free platform that allows you to curate and organize content to save and share. You can save videos, articles, images, Tweets, links or even add your own text. Save this content in your bookmarks, or organize related items in to a collection.

Create a Collection Organize your saved items into stunning collections. Add your own images, text and reorder however you like.

Save content from the web Save articles, videos, images, Tweets, and pretty much any link you find online. Items that you save are private and can be edited at any time.

Share with the world Keep your collections private or share them with the world. You can also embed collections on any blog or website.

Features:

- **Wakelet** allows teachers to gather, organize and share multimedia resources (text, images, videos, podcasts) with students, colleagues and learning communities. it is free, works on all devices, and takes only minutes to demonstrate and bring users on board .
- It saves, organize and present multimedia content with your students, teachers and learning communities.
- Since **Wakelet** is geared for curation and sharing, it's versatile enough to use for instructional design, research, story-based learning, and collaboration.
- Pair it with Flipgrid or Screencastify to design a lesson that lets students interact with content instead of delivering a lecture or set of instructions. Use it for research: students can save links to content,
- take notes, and upload videos from YouTube or Google Drive. Or use it to tell a story: collect content from all over the web to tell a story about a current or historical event,

and have students share collections with their peers and upvote their favorite resources.

- **Wakelet** has a simple, clean design that encourages design and exploration. A lot of engagement depends on the quality and excitement of the content select by students and teachers.
- If content is effectively arranged to teach a lesson or tell a story clearly, these curated collections can do a lot to enhance student learning. More dialogue and feedback would help push student work forward.

Wakelet is the only tool that allows you to do all of the following at the same time:

- Add PDFs
- Add URLs
- Import from Google Drive or One Drive
- Add text with simple formatting
- Add YouTube videos; View videos without leaving Wakelet page
- Add images
- Add Flipgrid Videos within a Wakelet collection
- Share all above resources with ONE link

How students can use Wakelet:

- Student Digital Portfolios
- Research
- Collaboration Projects
- Passion Projects
- Backchannels for notes
- Creative Space to Showcase talents (sports, choir, band, art)

Share your collection with others



<https://wke.lt/w/s/SU2CYL>

Copy

 Export as PDF


 Embed

 Save


Share

 Unlisted ▼

Done

 **Public**
Everyone can see the collection

 **Unlisted** 
Only people with the link can see the collection

 **Private**
Only I can see the collection

Newsletters 	 YouTube Playlist	 Lesson Plan	Resources 
<ol style="list-style-type: none"> 1. Open  & create a new collection and name it "Newsletter" 2. Add Header image and Background Image. 3. Add 6 or more topic headers. 4. Add 4 or more  to websites. 5. Add 3 or more  to websites. 6. Add 3 or more Youtube Videos using the  button on the toolbar. 7. Create a Flipgrid Shorts intro video 8. Make the collection "Unlisted" or "Public". 9. Share your collection here . 	<ol style="list-style-type: none"> 1. Choose a lesson already in your tool kit. 2. Open  and search for 5-7  related to objective. 3. Ensure all videos are "APPROVED" for students. 4. Create a New  Collection with your lesson title. 5. Add Header image & Background Image 6. Add each Youtube Video using the Youtube button  in the  toolbar. 7. Make the collection "Unlisted or Public." 8. Share the collection here . 	<ol style="list-style-type: none"> 1. Choose a lesson already in your tool kit. 2. Open  and Create a New Collection. 3. Give your collection the same title as your lesson. 4. Add Header image & Background Image 5. List your learning objectives in the description box. 6. Add 7-10 artifacts for students. 7. Create an "at-your-pace" lesson using headers at your discretion. 8. Make the collection "Unlisted or Public." 9. Share the collection here . 	<ol style="list-style-type: none"> 1. Choose a lesson. 2. Open  & create a New Collection. 3. Add Header image & Background Image 4. Create a Flipgrid Shorts intro to the project. 5. Add 4-6 or more Youtube  Videos using the  button on the toolbar. 6. Add 3 or more  related to your lesson topic. 7. Add 5-7 website  related to your lesson topic. 8. Make the collection "Unlisted" or "Public". 9. Share your collection here .

Some Basic Concepts:

Wakelet : an Web Tool (OER) for Librarians:-

By D K Singh
Faculty Librarian
ZIET MYSORE

Web Technology:

- Web Technology refers to the various tools and techniques that are utilized in the process of communication between different types of devices over the internet.
- A web browser is a application software makes interface between Server and client and is used to access web pages.(explorer, opera ,Edge, safari,mozilla,bing,chrome, Netscape etc.)
- Web browsers can be defined as programs that display text, data, pictures, animation, and video on the Internet.
- Hyperlinked resources on the World Wide Web can be accessed using software interfaces provided by Web browsers.

Web Technology can be classified into the following sections:

World Wide Web (WWW): The World Wide Web is based on several different technologies : Web browsers, Hypertext Markup Language (HTML) and Hypertext Transfer Protocol (HTTP).

Web Browser: The web browser is an application software to explore www (World Wide Web). It provides an interface between the server and the client and requests to the server for web documents and services.

Web Server: Web server is a program which processes the network requests of the users and serves them with files that create web pages. This exchange takes place using Hypertext Transfer Protocol (HTTP).

Web Pages: A webpage is a digital document that is linked to the World Wide Web and viewable by anyone connected to the internet has a web browser.

Web Development: Web development refers to the building, creating, and maintaining of websites. It includes aspects such as web design, web publishing, web programming, and database management. It is the creation of an application that works over the internet i.e. websites.

Web Development can be classified into two ways:

- **Frontend Development:** The part of a website that the user interacts directly is termed as front end. It is also referred to as the 'client side' of the application.
- **Backend Development:** Backend is the server side of a website. It is the part of the website that users cannot see and interact. It is the portion of software that does not come in direct contact with the users. It is used to store and arrange data.

Frontend Development:

- ◀ The front end portion is built by using some languages which are discussed below:
 - **HTML:** HTML stands for **Hypertext Markup Language**. It is used to design the front-end portion of web pages using a markup language. HTML is the combination of Hypertext and Markup language. Hypertext defines the link between the web pages. The markup language is used to define the text documentation within the tag which defines the structure of web pages.
 - **CSS:** Cascading Style Sheets fondly referred to as CSS is a simply designed language intended to simplify the process of making web pages presentable. CSS allows you to apply **styles to web pages**. More importantly, CSS enables you to do this independent of the HTML that makes up each web page.
 - **JavaScript:** JavaScript is a famous **scripting language** used to create magic on the sites to make the site interactive for the user. It is used to enhancing the functionality of a website to running cool games and web-based software.
 - **AJAX:** Ajax is an acronym for **Asynchronous Javascript and XML**. It is used to communicate with the server without refreshing the web page and **thus increasing the user experience and better performance**.
- ◀ There are many other languages through which one can do front-end development depending upon the framework for example Flutter user Dart, React uses JavaScript and Django uses Python, and much more.

Backend Languages:

The back end portion is built by using some languages which are discussed below:

- **PHP:** PHP is a server-side scripting language designed specifically for web development. Since PHP code is executed on the server-side, so it is called a server-side scripting language.
- **Node.js:** Node.js is an open-source and cross-platform runtime environment for executing JavaScript code outside a browser. You need to remember that NodeJS is not a framework, and it's not a programming language. Most people are confused and understand it's a framework or a programming language. We often use Node.js for building backend services like APIs like Web App or Mobile App. It's used in production by large companies such as PayPal, Uber, Netflix/Walmart, and so on.
- **Python:** Python is a programming language that lets you work quickly and integrate systems more efficiently.
- **Ruby:** Ruby is a dynamic, reflective, object-oriented, general-purpose programming language. Ruby is a pure Object-Oriented language developed by Yukihiro Matsumoto. Everything in Ruby is an object except the basic data types but there are replacements too for iterators and lambda. The objective of Ruby's development was to make it act as a sensible buffer between human programmers and the underlying computing machinery.

- **Java:** Java is one of the most popular and widely used programming languages and platforms. It is highly scalable. Java components are easily available. ★
- **JavaScript:** JavaScript can be used as both (front end and back end) programming. ★
- **Golang:** Golang is a procedural and statically typed programming language having the syntax similar to C programming language. Sometimes it is termed as Go Programming Language. ★
- **C#:** C# is a general-purpose, modern and object-oriented programming language pronounced as "C sharp". ★
- **DBMS:** The software which is used to manage database is called Database Management System (DBMS). ★

Web development:

Web 1.0:- is the term used to refer to the first stage of development on the World Wide Web that was characterized by simple **static websites**, Its just like **generation or version**.

Most websites in the 1990s had originally been built with **static HTML pages**, Most company websites are Web 1.0 (**Readable/Flat Data/ passive users/less interaction**)

web 1.0 sites just display content which does not change no matter how users interact with it unless if the website administrator updates it.

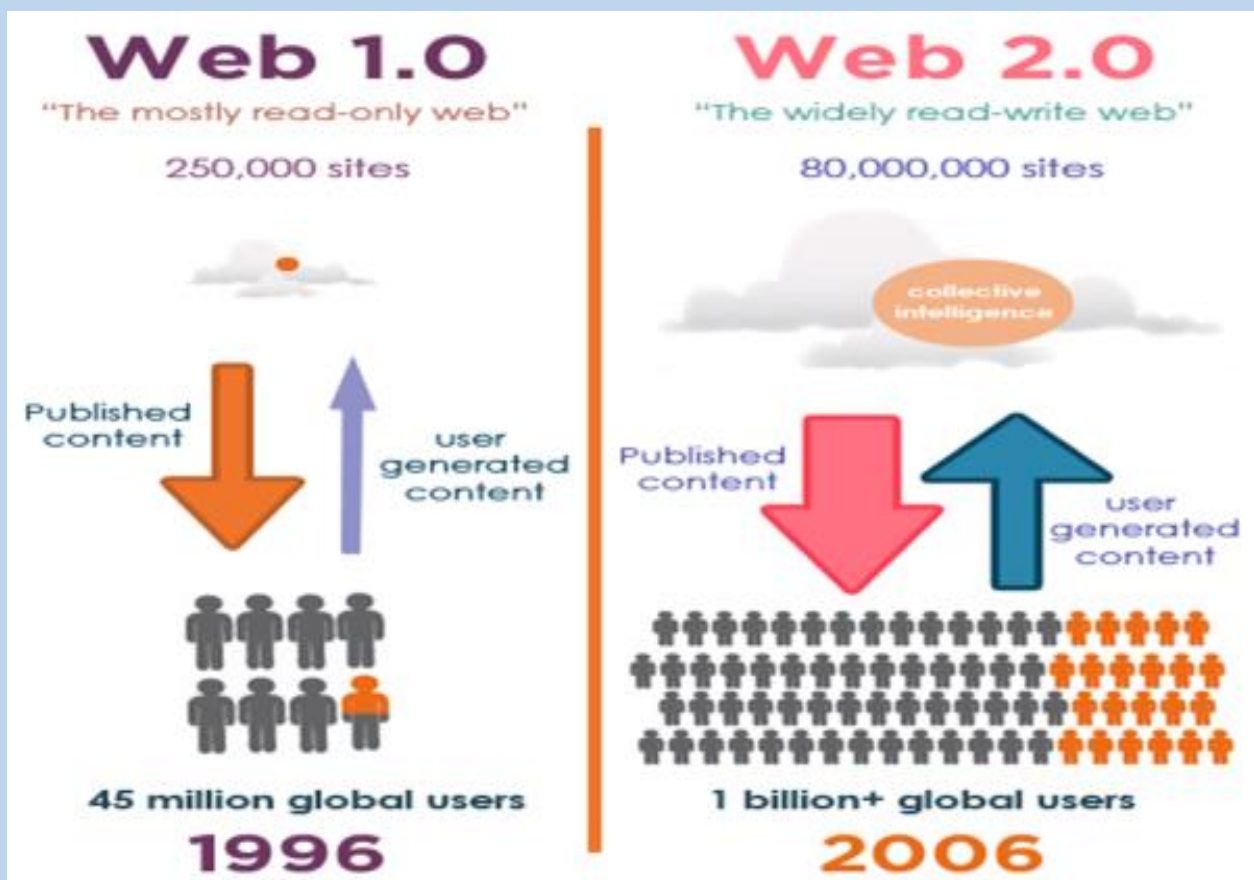
Networked information technologies are used as medium that allows humans to publish their ideas and to engage with the ideas of others. **Examples are html-based web sites**

Web 2.0:-

- web 2.0 sites which are **dynamic** as they allow User Generated Content UGC(more **interactive/active users/writable platform/collaborative**)
- Web 2.0 was a term created by media and marketing departments, it loosely describes websites that are very responsive and can be used more like a software program than a 'traditional' website that was strictly informational or interactive but clunky.
- Major features of Web 2.0 allow users to collectively classify and find **dynamic information that flows two ways between site owner and site user** by means of evaluation, comments, and reviews.
- **Defining web 2.0. the term means such internet applications which allow sharing and collaboration opportunities to people and help them to express themselves online.**

Web 2.0...

- ❖ The concept behind Web 2.0 refers to rich web applications, web-oriented architecture, and social web. It refers to changes in the ways web pages are designed and used by the users, without any change in any technical specifications. Examples of Web 2.0 applications are Youtube, Wiki, Flickr, Facebook, and so on.
- ❖ Web 2.0 examples include hosted services (Google Maps), Web applications (Google Docs, Flickr), Video sharing sites (YouTube), wikis (MediaWiki), blogs (WordPress), social networking (Facebook), folksonomies (Delicious), Microblogging including Wikipedia, Facebook, Twitter, and web blog sites (Twitter), podcasting & content hosting services and many more.





Features:-

- Web2 include the overall share of Internet traffic, number of users and servers, and share of various protocols.
- web 2.0 is the second stage of development of the Internet, characterized especially by the change from static web pages to dynamic or user-generated content and the growth of social media.

Advantages of web 2.0 are as follows:

- Available at any time, any place.
- Variety of media.
- Ease of usage.
- Learners can actively be involved in knowledge building.
- Can create dynamic learning communities.
- Everybody is the author and the editor, every edit that has been made can be tracked.
- User friendly.
- Updates in wiki are immediate and it offers more sources for researchers.
- Provides real-time discussion.

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Web 3.0 and later/Our Future

Web 3.0: It is the “executable” phrase of World Wide Web with dynamic applications, interactive services, and “machine-to-machine” interaction. Web 3.0 is a semantic web which refers to the future. In Web 3.0, computers can interpret information like humans and intelligently generate and distribute useful content tailored to the needs of users. This is what we call artificial Intelligence.

- Examples of Web 3.0 (Work in progress) applications are cryptocurrencies. Bitcoin – The original cryptocurrency has been around for more than ten years, and the protocol itself is decentralized, although not all of its ecosystem is.
- **Brave:** Brave is all about privacy where users are not the product. The browser comes pre-installed with Ad-blocker. It will also allow users to sell their data in exchange for cryptocurrency.
- **Breaker Browser:** It is a next-generation web browser that is peer-to-peer based.

Features of Web 3.0

- **Semantic Web:** The semantic web improves web technologies in demand to create, share and connect content through search and analysis
- **Artificial Intelligence:** computers can distinguish information like humans in order to provide faster and more relevant results. They become more intelligent to fulfill the requirements of users.
- **3D Graphics:** The three-dimensional design is being used widely in websites and services in Web 3.0.
- **Connectivity:** Information is more connected thanks to semantic metadata. As a result, the user experience evolves to another level of connectivity that leverages all the available information.
- **Ubiquity:** Content is accessible by multiple applications, every device is connected to the web, the services can be used everywhere.
-

Creation of Resources :

- There are variety of tools and techniques available to create web resources in this digital era but we should approach to prove more meaningful uses of technology in the classroom rather than using “tech for tech’s sake.” As you strive to incorporate online tools into your classroom, we encourage you to use an analytic tool.
- **Ex:1. Wake let**
 - **2. Padlet**
 - **3. Blogs**
 - **4.Wiki’s**
 - **5.Canva etc..**



- ◀ **Wakelet** is a tool that allows users to take control of the content that interests and inspires them.
- ◀ Wakelet users can save content and organize it in folders or wakes (e.g., student portfolios).
- ◀ It bridges the gap between humans and algorithms to curate beautiful and functional content in a personal way.
- ◀ Wakelet is a great alternative to Padlet. You and your students can curate videos, images, links, and more.
- ◀ If you are struggling to tell all about at one place, this engaging, inspiring, and organized Wakelet could be beneficial because it allows users to curate customizable content. It is also a great tool for keeping research projects interactive and social.

Steps to create Wakelet:-

- ◀ Go to google and search wakelet.com
- ◀ After clicking just go signup for free option
- ◀ It will ask you different options/platforms just opt through your gmail Id.
- ◀ Now enter your date of birth
- ◀ Tell about you Field/Subject e.g. Educator
- ◀ Select country and your role as well.
- ◀ So your Wakelet is ready to make collections online

Thanks!

Any questions?

You can find me at

- Officialdksingh@gmail.com
- <https://libraryzietmysore.wordpress.com>

INTERNET SEARCH STRATEGY

DHARMESH KUMAR SINGH
COURSE COORDINATOR
FACULTY LIBRARIAN, ZIET MYSORE

Search Criteria

Some strategies

Search Strategy...

- **RELATED SEARCH:**
 - Go to google search bar and type
 - Related: [goggle.com/youtube.com/facebook.com](https://google.com/youtube.com/facebook.com)
- **FILE TYPE:**
 - Go to search bar type
 - Library guidelines filetype:pdf/doc/excel/jpeg Library science
- **SEARCH USING '+' AND '-' SIGN**
 - Go to search bar type
 - Narendra modi + Biography
 - Indian Government- India

Search Strategy...

▪ **ASTERISK(*):**

To find out unknown words and phrases

Go to google search bar and type

you are not great leader

* you are not * leader*

NEARBY:

Shows the places nearby you

Go to google search bar and type

Search "ATM's nearby me"

CACHED:

Shows the websites and related information if the site is server issue or some runtime error

and still want to view that site

Go to particular site-

Click on three dots

Select cached or similar

Search Strategy...

IMAGE SEARCH:

Go to chrome and right click on any image

then go to search with google image/google lens

go down right side Select all sizes

You will get all size images to download.

TITLE SEARCH:

Search Titles of web pages

intitle: India/ allintitle: mysore/allinurl:mysore

EXACT SEARCH

"Indian constitution"

"freedom fighters"

ADVANCE SEARCH:

For narrow down search results

Search Strategy...

▪ FIND MY DEVICE:

Go to google type 'google find my device'
enter the gmail id from which you entered while login to mob

SEARCH BY DATE:

A great tool to get the information for a particular period
Select tools and select any time
and then finally select past hour/ week /month/year/Custom range..

STOCK SEARCH:

write the company name code
Like for apple incorporation it is :aapl/goog
just search aapl/goog on search bar you will get stock price directly

Search Strategy...

SPELL THE NUMBERS:

type 6578342=English

MOVIE SEARCH

movie name google drive
pushpa movie google drive

GOOGLE MIRROR SEARCH

Google image search from system
go to images , click on camera option
upload any image
You will get the similar images

SUN SET/SUN RISE

Sun set/sun rise Mysore

TIME

Time in newyork

TIME DIFFERENCE BETWEEN TWO CITIES

(mysore to Hyderabad time/Distance)

BANGLORE TO DELHI

(shows flights fares etc)

STATUS OF FLIGHT

{ sg 136/6e871/6e6247}

Search Strategy...

Through search bar and other related tools and settings

For all the search options and their tools to search

All Images/ Books/ Maps/ Videos/ More... and their Tools

Voice search

Copyright free images etc..

Search Term wise:

Go to search bar and type

Define Library science

pronounce pronunciation

Librarian in kannada/Tamil

Weather Chennai

National Science day 2022- Date & Day also

Samsung Customer service

Reliance stock price

Nutritional Information about your favorite food items- banana/Mc Donald's big mac

Search of favorite TV Show /movies-Big Boss/ Pushpa

calculations(8 times 12divided by 4 -17)

Unit converter 37 degree celsius to fahrenheit

currency conversion(100 bit coin to Indian rupees)

Set Timer (set timer for 3 seconds)

Everything

Just download from its website

<https://www.voidtools.com/downloads/>

Used for searching any file folder in a system efficiently

D K Singh
Librarian
ZIET Mysore

Speedup Computer



Update Windows



Search Update Windows



Check for Updates

Applications(Apps&Features)



Search Apps & features for List of installed apps



Sort by size click on three dots



Uninstall the undesired applications

msconfig/Startup Apps



Search msconfig/Startup Apps and go to startup



Get the List and Off/ON and do Enable/Disable

Add or Remove Programs



Search Add or Remove Programs



Remove unwanted programs

Storage Settings



Get the list of Desktop , Temporary files etc.



Check for Not required files and Folders

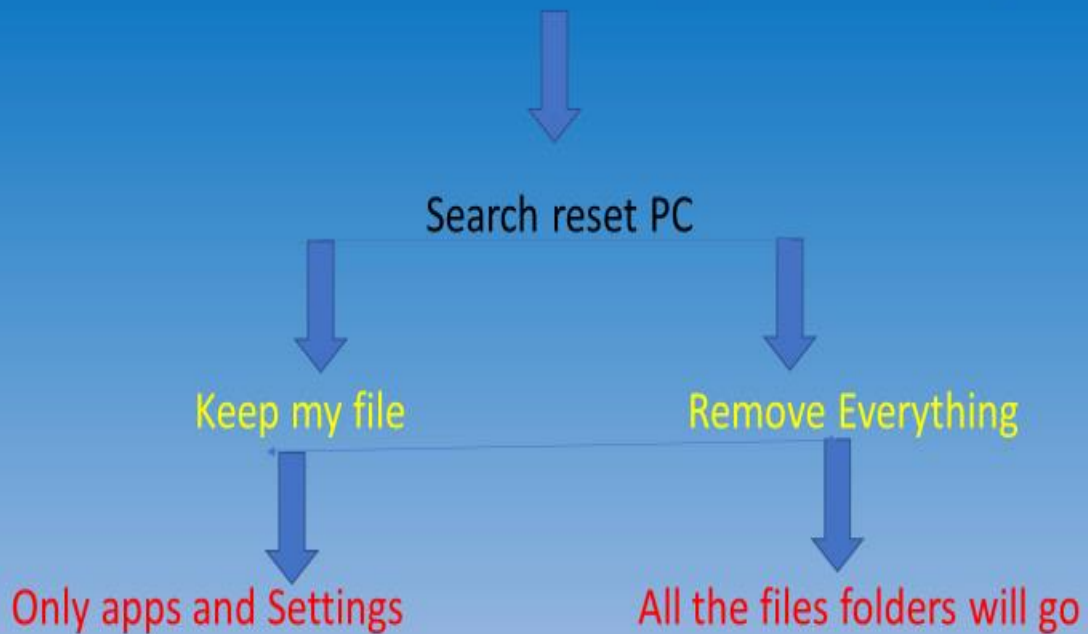


Delete the Unnecessary Files Folders

Task Manager



Reset Windows (When no Solution)



Advance View Settings:



Settings



Adjust for Best Performance



Save Task bar Thumbnail Previews
Show Thumbnails instead of icons
Apply then Ok

Temp



Press windows key & R and type temp and ok



Select all the files and remove/Delete



If not deleting skip those files

%Temp%



Press windows key & R and type %temp% and ok



Select all the files and remove/Delete



If not deleting skip those files

Prefetch



Press windows key & R and type Prefetch
and ok



Select all the files and remove/Delete



If not deleting skip those files

Clean Mgr



Press windows key and R and type cleanmgr and ok



Select all the drives specially C drive and Check the boxes



Finally cleanup selected system files

Defragmentation



Go to each drive one by one Ex c drive and select the drive



Then optimize the drive



It will analyze and then optimize

Control Pannel



Power Option



Ultimate performance

Registry Editor

H Key current user

control panel

Mouse/Display

Mouse hover Timer/Menu show Delay



Registry Editor

H Key current

Software

Micro soft

Wndows NT

Current Version

Multimedia

System Profile

System Responsiveness(Right)

Fast Start

Control Panel-system and security- Administrative Tools-
system configuration-selective startup



Boot- Time-5 sec- click no GUI Boot- ok



Advance options-No of Processor-2- Max Memory-8gb-ok



Services- No Change



Statup-system program only check others Uncheck-apply –
ok-restart



D K Singh
Faculty Librarian
ZIET Mysore

ABSTRACT OF INTERNAL SPEAKERS

GENDER SENSITIZATION

SMT. RUMMA RAINA (TA ECONOMICS, ZIET MYSORE)

Smt. Rumma Raina on the topic gender sensitization in the teaching learning process in the schools through which she ignited the mind of the learned librarians of different regions. Gender sensitization is the process of changing the stereotype mind set of men and women, a mindset that strongly believes that men and women are unequal entities and hence have to function in different socio- economic space

CCS CONDUCT RULES

BARUN KUMAR JHA (TA PRIMARY, ZIET MYSORE)

Every Government servant shall at all times- maintain absolute integrity; maintain devotion to duty; and Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority do nothing which is unbecoming of a Government servant.

PROFESSIONAL ETHICS

S. MURUGAN (TA HISTORY, ZIET MYSORE)

Points Highlighted: Attendance Productivity Organizational Skills, Communication, Cooperation Respect, Character, Team Work, Appearance, Attitude also guide to a standard norm of conduct and values for job performance.

COMMUNICATION SKILLS IN ENGLISH

M. RAJENDRAN (TA ENGLISH, ZIET MYSORE)

The speaker discussed the topic on effective communication skills in English in which he conversed the importance of good communication skill for a librarian. The knowledge of formal writing is very important in present global world. In this modern world, communication skills play a vital role and one must have mastery over these skills to get success in their respective fields. So, speaking is the most important skill among all the four language skills in order to communicate well in this global world. As English is widely used all over the world, there is a need for learners.

PLANNING AND ORGANISATION OF A CLASSROOM LIBRARY

MADHUSUDAN INDAVAR TA(PRIMARY, ZIET MYSORE)

The speaker discussed the topic on Planning and organization of a classroom library ,this session introduced us , need for planning and designing the classroom library, how to design and set up the classroom library , the infrastructural elements required for an effective classroom library, Planning is a pre-requisite to support organizing and arranging the classroom

library. .Planning gives direction to the purpose of an organizational process. This lecture gives a deep impact on what a librarian can do for the class library as well as how he can associate with HM and primary teachers to make the class library more useful and effective..

राजभाषा हिंदी कार्यान्वयन

हरिशंकर टी ए (हिंदी) जीट मैसूर

इस सत्र के पश्चात प्रतिभागी भारत की मान्यता प्राप्त भाषाओं की सूची बना सकेंगे |हिंदी समितियों की सूची बना सकेंगे राजभाषा नीति संबंधी मुख्य बिंदुओं को बता सकेंगे |विद्यालयों में आवश्यक हिंदी प्रचार कार्यो का प्रतिशत लिख सकेंगे |राजभाषा हिंदी के कार्यान्वयन में हो रही कठिनाइयों की सूची बना सकेंगे | संविधान सभा ने 14 सितम्बर, 1949 को हिंदी को भारत की राजभाषा के रूप में स्वीकार किया। संविधान के 26 जनवरी, 1950 को लागू होने के साथ ही हिंदी हमारी राजभाषा हो गयी। प्रत्येक वर्ष हम 14 सितम्बर को हिंदी दिवस के साथ-साथ हिंदी सप्ताह, हिंदी माह,हिंदी पखवाड़ा मनाते हैं।

STRESS MANAGEMENT

P. SELVAMANI (TA GEOGRAPHY, ZIET MYSORE)

The speaker elaborated the causes of stress in personal and official life. The lecture was much appreciated by the participants. He also gave solutions and techniques to reduce stress in daily life. One questionnaire was given to the participants to elicit the level of stress each one of them is undergoing.

ABSTRACT OF GUEST SPEAKERS

FIRE SAFETY IN SCHOOLS

GANGA NAIK J, DISTRICT FIRE OFFICER, MYSORE

The speaker focussed on the importance of fire and safety in schools. He focussed on the different types of fires that come in contact with the persons and what to do in emergency. He defined about the different types of fire extinguishers and also made a demo presentation on how to prevent fire in times of emergency.

TRENDS IN CATALOGUING

N S HARINARAYANA

Points highlighted: Why do you need to understand this highlighted point on RDA is based on this conceptual model and RDA uses these terms and language To make the Cataloguing work best for patrons it is very useful for library professionals.

INCLUSIVE EDUCATION

K L NAGARAJU, ASSISTANT COMMISSIONER(RETD.)

Inclusive education encompasses considerations and strategies to support the diversity of learners in a given context by minimizing the barriers to learning. Inclusive educational setup refers to equitable and non-discriminatory arrangement where each child is valued, accepted and respected.

SOCIAL MEDIA IN A KNOWLEDGE SOCIETY

DR. SUNIL M.V., LIBRARIAN, SDM Institute for Management Development, Mysore

This lecture will help you to answer the following questions What is social media? What are the social media tools available for information exchange? How can I use social media tools for library services? Social media is a group of Internet-based applications that build on the ideological and technological foundation of Web 2.0, which allows the creation and exchange of user-generated content'.

POCSO 2012

Prof (Dr)K S SURESH, JSS Law College (Aut.) Mysore

The Act with 46 sections was Notified in the Gazette on 20th June, 2012. It prescribes five following sexual offences against children – Penetrative sexual assault, aggravated penetrative sexual assault, Sexual assault, aggravated sexual assault, Sexual harassment, and Using a child for pornographic purposes. Abetment of or an attempt to commit these offences is also punishable under the Act. These offences are gender neutral vis-à-vis the perpetrator as well as the victim.

LIBRARIES AS INFORMATION SPECIALISTS AND TECHNOLOGY ALLIES

DR. P SARASWATHY, DEPUTY LIBRARIAN, UNIVERSITY OF MYSORE

Dr. P Saraswathy, University Librarian, University of Mysore on the topic “Libraries as Information Specialist and Technology Allies” introduced the use of school library in our society and the role of librarian as an information specialist.

OPEN EDUCATIONAL RESOURCES IN SCHOOL LIBRARIES

DR. S NAGARAJ, DEPUTY LIBRARIAN, RIE MYSORE

The most beautiful and essential things in this world are free and is accessible to everyone. Like air, water, Sun light, nature etc. Why we need to pay so much of money to Software, Quality Content, Courses, Learning Resources like books, journals, images, videos, databases etc. Barrier to access and use these resources Creates gap between the rich and poor. The Poor becomes poorer and the rich becomes richer. To bridge this gap – Open Access Movement.

FIRST AID

DR. YOGESH R , MEDICAL OFFICER, KR HOSPITAL, MYSORE

The presentation aims to help teachers to provide adult students with information about first-aid procedures that will substantially reduce the severity of accidents and wounds and contribute to improved overall health. The guide provides the goals and objectives of the course; it is organized in six sections that cover the following topics: (1) background information; (2) whom to call and what to say; (3) first-aid supplies; (4) precautions; (5) principles of first aid (breathing, bleeding, and shock); and (6) first aid for common ailments (fractures and sprains, burns, choking, heat exhaustion, heat stroke, frostbite,

hypothermia, heart attack, insect bites and stings, poisoning, and snakebites). The guide includes sample lessons, handouts, answer keys, a list of eight resources,

INTELLECTUAL PROPERTY RIGHTS/COPY RIGHT ISSUE

K PRAKASH KSOU MYSORE

Intellectual Property Rights/Copy right Issue is very important aspects of this digital era where every body is using information directly from internet but it is not acceptable , this leads to piracy and violation of the content provided by the contributor/author. So this session was completely highlighting about its technical aspects of creation of contents and its judicial use as well.

CAPACITY BUILDING IN KV TEACHERS FOR IDENTIFICATION AND MANAGEMENT OF CHILDREN WITH DISABILITIES IN CLASSROOM

DR.JAYASREE C SHANBAL, HEAD TCPD

Objective of Capacity building in teachers of Kendriya Vidyalaya schools for Identification & Management of Children with Learning Disabilities in Classroom. Center of Excellence in the area of Deafness by World Health Organization (WHO)Nodal Center for the implementation of National Program for Prevention and Control of Deafness (NPPCD) of MoHFW.

CCA RULES

K N SHESHAGIRI RAO (FINANCE OFFICER, RO BENGALURU)

Mr. KN Sheshadri Rao, Finance officer RO Bengaluru took an interesting interactive class on the welfare and benefits, pay & allowances other entitlements for KV teachers. In the discussion session he clarified all the doubts of participants and specified the rules and regulations of KVS to the reach of the participants.

SCOUTING AND GUIDING

K.P. SUMA (TGT ENG) KVBRBNMPL MYSURU, HWB GUIDE CAPTAIN

Law, Promise, Motto Sign, Left Hand Shake, Good Turn Flags, All faith Prayer, Flag Song Meetings, Patrol, Health Rules, BP's six exercises, Wood craft signs, Knots, games, Drills, First aid, Bandages, Hike, Gadgets, Fire, mapping, proficiency badges, Cooking, Compass, Good behaviour Estimation, Signalling Community Activity.

ABSTRACT OF DEMO CLASSES BY PARTICIPANTS

LIBRARY ACTIVITIES AND RECORD MAINTENANCE IN KV NO.3 BOKARO

BINOD KUMAR, KV NO:3 BOKARO

The presentation highlighted the activities performed in the library of KV No.3 Bokaro showing glimpses of various library activities like book reviews, library week celebration, blogging service, virtual library, pusthakopahar etc. In addition, to this, he focused on how to maintain library records, accession register, issue register, various files of the library, librarian's diary and digital records.

EFFECTIVE READING HABIT

MURARI KUMAR CHAUDHARY, KV SANTRAGACHI

The presentation shared the different aspect to make reading habit effective to the students coming to the library. The presentation shares the efforts to make effective reading in library. These things help in inculcating effective reading habits. It has reflection in the educational programme of the students and staff members of the school.

100 DAYS READING CAMPAIGN

SOMA DAS, KV BANDEL

Students of KV Bandel enthusiastically undertook 100 days reading campaign which was an initiative to inculcate and increase their reading habits. The pandemic of Covid-19 has impacted the educational system tremendously. The way students and teachers have interacted virtually through the testing times of Covid-19 pandemic has impacted the reading behavior. The campaign aimed to encourage students of various age groups to enjoy reading and thereby improve their aptitude. From book reviews to group discussions, several activities were carried out and evaluated to make the process of reading engaging.

ANNUAL LIBRARY ACTIVITY PLAN

MUKESH PATHI, KV HINJILICUT

In the presentation, the participant focused on the calendar of activities and its usefulness in the school for the benefit of children. ALAP is one of the best activities in the library where various activities are conducted during the year and its usefulness and innovative ideas and information dissemination is most important. The children will be able to know

programs and activities various for participation. Important days, competitions etc. are informed to students through this ALAP.

LIBRARY FOR THE CWSN CHILDREN WITH SPECIAL NEEDS

AUGUSTINE K I, KV CHENEERKARA

The presentation explains what is disability and the importance of the topic in the context of Inclusive Education which is mandatory in the NEP 2020. The presentation also mentions how children with special needs can get an easy access to various resources available in the library by providing various methods/ facilities such as proper ramps, open shelves (specially designed), Braille books for blind children, digital resources for hearing impaired and mentally retarded children.

BEST PRACTICES IN LIBRARY: KV AMBASSA

VAIBHAV SACHAN, KV AMBASSA

The presentation is related to the blog, E-granthalaya library management software 3.0, book reviews, storytelling, story writing and My Book My Friend campaign. The activities such as book exhibition, readers club, orientation programme, quiz competition, book donation drive, book mark designing, parts of the book designing and award distribution program

BEST PRACTICES IN KV THALLASSERY LIBRARY

PRAKASAN MAVILA, KV THALLASSERY

The presentation concentrated on the best practices in library of KV Thallassery. It consists of the activities such as storytelling, reading card practice, word formation, making familiar with the famous books and authors, library classification and cataloguing, discussion about authors, scientists, sports persons, freedom fighters and business persons. Debate session on burning topics was also included as best practice. Pusthakopahar, quiz programme, preparation of magazines, know how to do research, career guidance and counseling for students were also conducted.

WHAT AFTER 12TH CAREER OPTIONS AND GUIDANCE

SHASHI B. KUMAR, KV HINOO (IST SHIFT)

Career specially after class 12th is critical and so should be well defined. Students often miss out on potentially great choices due to lack of timely information. The various scopes of career after 12th are with regards to higher education, jobs, scholarship and other professions in different subjects of domain. The major factor affecting career decision are parents' pressure, career peer pressure, interest and financial condition. Steps to be

followed to filter out the perfect course are self-assessment of students, exploring career options, narrow down search to few clusters of best one and finally guide students.

DEWEY DECIMAL CLASSIFICATION

ANAND DAS, KV COOCH BEHAR

The demo presentation is on Dewey Decimal Classification system. This system is listing the maximum KV librarians. In this system books area decorated in the proper place by classifications. It allows a user to find an individual object quickly and easily as possible another work books and magazines are managed to the students, scrap books, book review prepared by the students.

BEST PRACTICES IN THE LIBRARY OF KV MORENA

DEVENDRA KUMAR BHARADWAJ

The presentation was on traditional best practices, organizing books exhibition, display of new arrivals, book reviews, scrap books, library extension services, career guidance and counseling, newspaper clipping services and organizing various competition. The general best practices are: organizing library committee meeting, preparation of library calendar of activities, visited to local libraries. Library blog, digital library, display of useful websites, ICT best practices, awareness of health inculcate moral values and buildup of national character are other activities.

E-RESOURCES: USES AND BENEFITS

SITA HEMBRAM, KV HAZARIBAG

The presentation emphasized on various e- resources such as e books, e journals, e-databases, and many more websites which are available both in free and paid version. The e resources are widely used in the corona pandemic and proved very helpful both for the teachers as well as for students. Some most useful links are also shared in this topic which is very much relevant for educational purposes and also save the time of the user for getting the exact and concise information.

LIBRARY ACTIVITIES OF KV NO.1 GWALIOR

SHALINEE SINGH RATHORE, KV NO.1 GWALIOR

The presentation showed all the library services, different programs to support school program. E-magazine and lib blog for online reading was also included in the presentation.

BEST PRACTICES IN MY LIBRARY

SHIVENDRA SINGH, KV KHATHIMA

The best practices in the library included library orientation, time table, books arrangement, do's and don'ts, activities, library rules, issue and return, magazine reading, newspaper reading, keeping book safe, arrange the shelves, book reviews, , book cover, book mark, drawing & painting, quiz , storytelling, story writing, complete the story, stock verification with E-Granthalaya, library note book, about yourself, issue record in register, purchase more magazines.

BEST PRACTICES IN KV NMN JALGAON LIBRARY

VIDYA HIWRALE, KV NMN JALGAON

The presentation shared the different activities for the students. These activities help in inculcating reading habits among the student and it supports the teaching learning program. All activities attract the student towards the library and helps in developing independent reading skills and it has its reflection in the educational, social and cultural program of the school.

BEST PRACTICES IN KV NEW BONGAIGAON

MITA BRAHMA, KV NEW BONGAIGAON

The presentation shared some interesting corners in the library to attract the readers like books donated by students in their birthday corner, movie vs book corner, selfie point, book hospital, display board competition, best reader award with video of book reviews, role play by students on a story etc.

BEST PRACTICES IN KV DAKSHIN DINAJPUR

NANDA KISHORE SAHA, KV DAKSHIN DINAJPUR

The presentation shows the services provided in the library and what to promote reading habit amongst the students and teachers. The presentation included all the library services, annual lib plan, different programs to support school program, virtual library and library blog for online reading.

मेरे पुस्तकालय की गतिविधियां

हुस्ना बानो, केंद्रीय विद्यालय दतिया

अपनी प्रस्तुति में मैंने पाठको को पढ़ने की आदत डालने के लिए अपने पुस्तकालय में कुछ कोनो को साझा किया है। मैंने अपनी प्रस्तुति में पुस्तकालय में बुकमार्क, बुक जैकेट, पुस्तक समीक्षा , कहानी कथन, कविता वाचन ,जीवनी, डिजिटल लाइब्रेरी , ऑनलाइन प्रश्नोत्तरी ऑन लाइन पुस्तक समीक्षा , पुस्तक प्रदर्शनी आदि को विस्तार से दिखाया एवम् बताया गया है।

LIBRARY ACTIVITIES OF KV PANGODE

MANYA R GOPAL

KV PANGODE

The presentation included the month wise activities done in KV Pangode library for the whole academic year. It included both online as well as offline library activities. The activities included “Cover for your dream book” on World Book and Copyright Day, Go green library activities for Environment Day, theme based reading activities for National Library Week, Harry Potter birthday celebration, “Dear teacher: Message to my teacher”, Poster designing on Kargil Vijay Divas and “Battle of Books: Vote for your favorite book”. The student activities done in the library was also included. The activities include collaborative activities through Padlet, Wakelet, Link Tree and Sound Cloud. The virtual library reading links was also included as part of the vacation reading activity.

BEST THINGS ABOUT WORKING IN A SCHOOL LIBRARY

MANDAKINI TRIPATHY, KV GAJAPATI

The topic for presentation is the best thing about working in a school library as a librarian. The presentation focused on few themes such as how to cultivate a love of reading, engaging with students and staff, providing a safe and welcome space, supporting teaching and learning, supporting research, in the variety of role and the autonomy of the role. Kendriya Vidyalaya library policy was followed to inculcate reading habits and promoting reading for pleasure, turning reluctant readers to engaged readers and being a part of the reading journey.

INCREASING READING HABITS AMONG STUDENTS

RANJIT KUMAR DOLAI, K V BAMANGACHI

The presentation was about increasing reading habits among the students. In pandemic Covid-19 situation, reading habits was decreased in respect of generation. The presentation was prepared in order to increase reading habits among all students as well as teachers. The presentation was focused on two strategies

1. How can we make interest and important in reading
2. Getting them over their fear in reading.

Different type of activities and strategies to increasing reading habits among the students were included and focused on collaboration and good understanding of teachers, parents, librarians and children to promote increasing reading habits.

SCHOOL LIBRARY: SYSTEM AND SERVICES

ANIRUDH PRASAD, KV CCL

The demo presentation was focused on what is the school library, what are the systems required to operate the school library and what are the services provided to the users. It also explains the objective of school library and what step should be taken to improve the reading habits among students. It also included discussion on the Dewey Decimal Classification of books in school library.

LIBRARY SERVICES DURING COVID-19 AND BEYOND

PRK SINGH, KV NO:2, PUNE

The presentation is based on the different practices and procedures followed by the library during the Covid-19 pandemic and its impact on library services after the pandemic. Various online platforms like Google site, Google Classroom, Blog, link tree etc. are used to provide study materials and assignments to the students. Online quiz on special days are conducted and e-certificates are sent to the students with the use of suitable software (like Certify'em). Suitable methods are also employed to create annual calendar/ school activity calendar to give information of annual activities (including CCA/CMP activities) to students/teachers and parents.

BEST PRACTICES IN ASC CENTRE LIBRARY

SAJITHA NAIR, ASC CENTRE BANGLORE

The presentation is based on the efforts and practices conducted as part of the promotion of reading and library related activities. Most of the common activities that encourage the students such as book exhibitions, book reviews in the assembly, best reader, meet the author events etc. Most of the activities were offline but since Covid 19 lockdown the online activities such as theme-based competitions, debate, poem recitation etc. were undertaken. Students were also issued online certificates using Autocrat add on with Google forms.

BEST PRACTICES IN THE LIBRARY
MANOJ SINGH RAWAT, KV BAGESWAR

The presentation covers the following points:

- 1.Publication of Library magazine.
- 2.Organising GK Quiz competitions.
- 3.Introduction of great people biographies.
- 4.Discussion on current topics.
- 5.Introduction of library tools and techniques.

PARTS OF A BOOK
DK PATRA, KV PURI

The demo presentation is related to the Parts of a book such as cover page, title page, spine, Copyright page, table of content page, body of the book, appendix, bibliography, index page, Glossary and book jacket etc.

BEST PRACTICES FOLLOWED IN MY LIBRARY
MOHAMMAD MUDASSIR, K.V NO.2 NHPC BANBASA

The Presentation is based on the best practices followed in the library like storytelling, quiz on different occasions, Issue/Return using Barcode technology, book review, pustakopahaar etc. are some of the activities that take place in the library.

MAKE YOUR OWN POCKET DICTIONARY
KT SINGH TRIVENDRA, KV GODDA

The demo presentation was based on making pocket dictionary which helped the students in enhancing the word power. To prepare, those students are asked to collect the words during the regular transaction of teaching learning and write the meaning (bilingual) in a self-prepared small diary and use it as regular practice, as a result at the end of the session a good collection of word power is created for that particular class.

LIBRARY ORIENTATION
K.D. KAVIYA, K.V. NO.2 JODHPUR

The demo presentation covers the area of library orientation like what type of collections are available in library, types of books, DDC system of classification and library rules etc.

BEST PRACTICES FOR LIBRARY CLASS MANAGEMENT

KAJAL SINGH, K.V. NO.2 SALT LAKE

The demo presentation included the planning and preparation for organizing the resources, pupils and helpers in the library so that teaching learning takes place in efficient manner. It also included the library class planning for the session like orientation class, collaborative learning with teachers, ALAP, Readers club activity, exhibition planning and career guidance and counselling area for the higher classes.

BEST PRACTICES IN LIBRARY

NEERAJ KUMAR SINGH, KV AFS DIGARU

Topic of presentation is the activities which are as follows:-

1. Reading campaign
2. Pushtakophar
3. Drawing activities
4. Hindi Book exhibition
5. Book review
6. Exhibition under EBSB

READING HABITS: AN OVERVIEW

SHANKAR K. SONULE

Reading occupies a pivotal role in the life of everyone. Reading opens the door of the treasures of knowledge. It is an important means of introducing the child to the world that surrounds him. It is Reading which is one of the most important components of our language and it is an essential tool for lifelong learning for all learners. In order to face the 21st century, education has to prepare these learners to adapt Technology. Education reading especially is a resource for continued education, for the acquisition of new knowledge and skills, for gaining information through media, especially newspapers, books, radio and television

CLASS LIBRARY

PRATEEK ASATI, KV DEWAS, BHOPAL

The presentation is based on the best practices in the library of KV Dewas. Also shared are the different activities for the primary teachers and students. Different activities like book review competition, book cover, reading aloud, main library tour, help in developing reading skills, best reader awards, virtual class library etc were covered.

BEST PRACTICES IN KV NARELA LIBRARY

ANJALI VERMA, KV NARELA

The presentation discussed about various library activities such as book reviews, book jacket competition, alphabet games, quiz competition on specific events, celebration of special days like library week, Hindi fortnight etc for the students. These activities help them in a lot for inculcating reading habits which is very much necessary now a days. All activities which were conducted are based on Kendriya Vidyalaya library policy to attract the students towards the library and help in developing independent reading skills as well as in collaborative way.

Pre-Test Question Paper

Max: 50 marks

Time: 50 mins.

Name of the Librarian:

Kendriya Vidyalaya: Region:

Section 1. Multiple Choice Questions:

1 X 25 = 25

Please put a tick mark against the right answer (✓)

1. What is meant by Net Neutrality?
(a) Hardware for computer (b) Free and open Internet
(c) A type of Software (d) Thermo Printing
2. Which department of the Government of India deals with Public Libraries?
(a) Department of Archaeology (b) Department of Culture
(c) Department of Primary Education (d) Department of Science & Technology
3. Who is the author of the book 'The Gopi Diaries' ?
(a) Sudha Murty (b) Ruskin Bond
(c) Jeff Kinney (d) R K Narayan
4. Name the recipient of 57th Jnanpith Award (2022)
(a) Nilamani Phookan (b) Damodar Mauzo
(c) Akkitham Achuthan Namboothiri (d) Amitav Ghosh
5. Computers on an internet are identified by ...
(a) e-mail address (b) Web address
(c) IP address (d) None of these
6. Which one of the following magazines is NOT published by Publications Division, Ministry of Information & Broadcasting?
(a) Kurukshetra (b) Ajkal
(c) Yojana (d) Swarajya
7. According to KVS Guidelines for School Library and Procedure Manual, under the budget formula the ratio of book and student is ...
(a) 03 Book per student (b) 10 Books per student
(c) 05 Book per student (d) 7 Books per student
8. How many library periods are given to each class according to NCF 2005?
(a) One (b) Two
(c) Three (d) Four
9. The National Library week in India is observed during the month of
(a) August (b) September
(c) October (d) November
10. According to the KVS Guidelines for School Library and Procedure Manual, what percentage of budget allotted for best seller books should be earmarked for Elementary classes?

- (a) 25% (b) 40%
- (c) 50% (d) 60%
11. The government unveiled New National Education Policy 2020 bringing a number of reforms almost after how many years?
- (a) 25 Years (b) 34 Years
- (c) 50 Years (d) 15 Years
12. What is the difference in the number of digits in International Standard Serial Number (ISSN) and International Standard Book Number (ISBN)?
- (a) 8 (b) 5
- (c) 4 (d) 0
13. What is a permissible loss as per new library policy?
- (a) 10 per 1000 book consulted/issued (b) 30 per 1000 book consulted/issued
- (c) 20 per 1000 book consulted/issued (d) 40 per 1000 book consulted/issued
14. Dublin core is ...
- (a) A set of core activities of a National library (b) Collection of metadata elements
- (c) Library Network for the city of Dublin (d) Revised version of MARC
15. KVS Code of Conduct for Teachers comes under
- (a) Article 58 (b) Article 59
- (c) Article 60 (d) Article 65
16. Condemnation Proforma of KVS comes under
- (a) CS-42 (b) CS-43
- (c) CS-44 (d) CS-49
17. 'Shodhganga' is a national level repository of.....
- (a) e-Books (b) e-Journals
- (c) e-Thesis (d) None of these
18. The MOOCS platform launched by the Ministry of Education for self-learning for all
- (a) e-Pathshala (b) Parakh
- (c) SWAYAM (d) NISHTHA
19. Who is the member secretary of the School Library Committee according to KVS Guidelines for School Library and Procedure Manual?
- (a) Principal (b) Senior most PGT
- (c) Vice Principal (d) Librarian
20. Pick the Odd one out
- (a) Greenstone (b) DSpace
- (c) KOHA (d) Eprints
21. Roget's International Thesaurus is a
- (a) Classified List of Words (b) Book of Synonyms
- (c) List of Standard Terms (d) List of Scientific Terms

22. . Call Number of a Book Means
- (a) Book Number (b) Class Number
(c) Both A and B (d) None of these
23. Books misplaced on the shelves by the readers are to be placed in their right places is one of the routine works of a library staff. This work is referred to as.
- (a) Shelf Rectification (b) Shelving
(c) Stock Verification (d) Weeding
24. National Digital Library of India was launched as a pilot project in 2016. Do you know in which year it was dedicated to the nation?
- (a) 2020 (b) 2017
(c) 2016 (d) 2018
25. What does the “19” in “COVID-19” refer to?
- (a) Number of variants of the virus (b) Number of symptoms of the disease
(c) Number of days the infection will last (d) Year the disease and causes were identified

2. Write full forms of the followings: 1 X 5 = 5

- a. ALAP :
- b. CCS (CCA) :
- c. NISCAIR :
- d. ISBD :
- e. POCSO :

3. Write Very Short answers of following questions: 2 X 5 = 10

1. Write any two activities suggested in KVS Guidelines for School Library and Procedure Manual under ALAP for Readers’ Club
2. List any four salient features of NEP 2020 for school education
3. What is meant by Open Access to Information?
4. What is plagiarism?
5. What is meant by Inclusive Education?

4. Write Short answers for any TWO questions: 5 X 2 = 10

1. What is digital library? Name any three digital library management software
2. What is social media? How can it be used for library advocacy?
3. What is the actual composition of Library Committee as per Guideline for school Library and Procedure manual.

Mid-Test Question Paper

Max: 40 marks

Time: 90 mins.

Section 1. Multiple Choice Questions:

1 X 20 = 20

Please put a tick mark against the right answer (✓)

1. RDA stands for
 - (a) Resource Description and Availability
 - (b) Resource Development and Access
 - (c) Resource Description and Application
 - (d) Resource Description and Access
2. e-Granthalaya is developed by
 - (a) INFLIBNET
 - (b) National Informatics Centre
 - (c) Centre for Development of Advanced Computing
 - (d) Raja Rammohun Roy Library Foundation
3. Which section of the Indian Penal Code was decriminalized in favour of LGBTQ+ community?
 - (a) Section 377
 - (b) Section 376
 - (c) Section 737
 - (d) Section 317
4. Which communication function does the following sentence perform?
“Could you help me please?”
 - (a) Asking for permission
 - (b) Expressing ability in the past
 - (c) Making polite request
 - (d) Possibility
5. Prior permission is necessary to participate in the All India Radio programmes and to receive honorarium.
 - (a) TRUE
 - (b) FALSE
6. Process of editing content to rank it better on Google search results is known as?
 - (a) Search Engine Optimization
 - (b) Publishing
 - (c) Labelling
 - (d) Search Ranking

The web page creation tool included as part of the free, web-based Google Docs Editors suite offered by Google is

 - (a) Google Meet
 - (b) Google Keep
 - (c) Google Sites
 - (d) Google Slides
7. ‘Gesture’ means
 - (a) Position in which someone holds his/her body when standing/sitting
 - (b) Movement of a hand or the head to express an idea or meaning
 - (c) Movement of all parts of the body
 - (d) Verbal communication
8. Which of the following is NOT TRUE of the cataloguing rules/models
 - (a) FRBR is a conceptual model
 - (b) RDA is a cataloging standard that is based on the FRBR
 - (c) BIBFRAME is based on MARC
 - (d) MARC is an encoding scheme
9. Which one of the following is NOT a fuel source in Class A fires
 - (a) Wood
 - (b) Paper
 - (c) Fabric
 - (d) Kerosene

10. Which of the following is TRUE about POCSO Act?
- (a) Maintaining confidentiality of the victim's identity (b) No time limit for reporting abuse
- (c) Not reporting abuse is an offence (d) All of these
11. Name the software that is useful in clean uninstallation of the MS SQL Server 2005 along with its registry entries
- (a) Revo Uninstaller (b) MS Publisher
- (c) CCleaner (d) MS SQL Management Studio Express
12. What is the extension of a backup file in e-Granthalaya?
- (a) .eg3 (b) .granth
- (c) .bak (d) .nic
13. In FRBR - Modeling the Bibliographic Universe, the associations among entities is called
- (a) Attributes (b) Relationships
- (c) Reactions (d) Elements
14. An attack that attempts to steal your money, or your identity, by getting you to reveal personal information on websites that pretend to be legitimate is called
- (a) Phishing (b) Cheating
- (c) Hacking (d) Cyber bullying
15. NEP creates a category "SEDG". What does it stand for?
- (a) Socio-Economically Disadvantaged Group (b) Socio-Economically Degraded Group
- (c) Scientifically and Economically Disadvantaged Group (d) Socio-Economically Disadvantaged Gender
16. Which of the following is NOT a feature of Web 3.0?
- (a) The Semantic Web (b) User Engagement
- (c) Symbiotic Web (d) Smart Applications
17. Protection of Children from Sexual Offences Act (POCSO) was enacted in the year
- (a) 2012 (b) 2002
- (c) 2010 (d) 2008
18. Limiting fuel by removing potential fuel from the vicinity of the fire is called
- (a) Starving (b) Smothering
- (c) Evacuation (d) Fire fighting
19. By default, the posts always appear in the reverse chronological order in Blogger
- (a) TRUE (b) FALSE

2. Write Very Short answers of following questions:

2 X 6 = 12

1. What is Social Media?
2. List any four skills that are to be included in librarian's lesson plans
3. What is meant by Classroom Management?
4. What is digital literacy?
5. What is meant by Work Ethics? Give examples of work ethics you will adopt in your profession?
6. Suggest any FOUR stereotypical words that can be replaced with Gender Neutral words.

3. Write Short answers for any TWO

2 X 4 = 8

1. A. What are the prerequisites for installation of e-Granthalaya 3.0?

OR

- B. Name the five basic components installed with the installation of MS SQL Server 2005 that can be seen in the Add/Remove Programs

2. What are the barriers in effective communication?

Post-Test Question Paper

Max: 40 marks

Time: 90 mins.

Name of the Librarian:

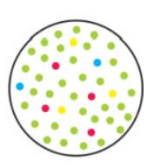
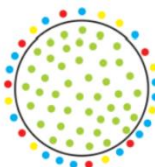
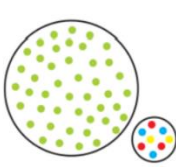

Kendriya Vidyalaya: Region:

Section 1. Multiple Choice Questions:

1 X 20 = 20

Please put a tick mark against the right answer (✓)

1. Who is the author of "Dead As A Dodo"?
(a) Ruskin Bond (b) Paulo Coelho
(c) Venita Coelho (d) Roald Dahl
2. Which database is used as backend of e-Granthalaya 4.0?
(a) PostgreSQL (b) MS SQL 2005
(c) MS Access (d) MySQL
3. Which of the following is TRUE about a Federated Digital Library (FDL)?
(a) Harvests digital objects, not full DLs (b) Contains many separate digital libraries
(c) It is a standalone digital library (d) All of these
4. नाम पद या साइन बोर्ड प्रदर्शन में भाषा का क्रम क्या होता है? What is the order of languages in the name board or sign boards?
(a) हिन्दी, अंग्रेजी, राज्य की भाषा (b) अंग्रेजी, हिन्दी, राज्य की भाषा
Hindi, English, State Language English, Hindi, State Language
(c) राज्य की भाषा, हिन्दी, अंग्रेजी (d) कोई क्रम नहीं
State Language, Hindi, English No order
5. When is Hindi Diwas celebrated?
(a) 14 September (b) 4 September
(c) 24 September (d) 28 September
6. Which of the following is NOT true about e-Granthalaya 4.0?
(a) High-speed NET connectivity is required (b) It is a cloud-based application
(c) It is completely free for government libraries (d) It supports Z39.50
7. Weakness in an information system or its components that could be exploited is called
(a) Vulnerabilities (b) Threats
(c) Malwares (d) Ports
8. Which of the following Gadget cannot be used more than once in Blogger?
(a) Labels (b) Featured Post
(c) Popular Posts (d) Link Lists
9. What is time limit for reporting sexual offences under the POCSO Act?
(a) One year (b) Five Years

- (c) 6 months (d) No time limit
10. What does "A" stand for in the acronym PASS in using fire extinguishers?
- (a) Arrive (b) Avoid
(c) Aim (d) Accelerate
11. What is the encoding scheme by which computers exchange, use, and interpret bibliographic information?
- (a) MARC (b) MODS
(c) RDA (d) FRBR
12. Which is an easy-to-use tool that allows you to collaborate online with your students/staff?
- (a) Padlet (b) Irfanview
(c) CCleaner (d) MS Publisher
13. Which one of the following is required for running EG3OPAC?
- (a) IIS Web Server (b) LINUX OS
(c) MS Office (d) Adobe Acrobat
14. Expand CWSN
- (a) Children With Special Necessities (b) Children With School Needs
(c) Children With Surgical Needs (d) Children With Special Needs
15. A Government servant is allowed to participate in the editing or management of, any newspaper or other periodical publications or electronic media
- (a) TRUE (b) FALSE
16. Which one of the following represents inclusion?
- (a)  (b)  (c)  (d) 
17. As per KVS Library Guidelines and Procedural Manual, what is the minimum prescribed number of periodicals for the library?
- (a) 25 (b) 50
(c) 15 (d) 35
18. Which one of the following is a behavioral indicator of abuse?
- (a) Eating disorder (b) Depression
(c) Regression in behavior (d) All of these
19. Which programme is launched by the Government to provide one class one TV program from 12 to 200 TV channels in order to impart supplementary teaching and build a resilient mechanism for education?
- (a) e-Pathshala (b) SWAYAM
(c) PM eVidya (d) NISHTHA
20. Which one of the following is NOT permissible for the given Creative Commons License?
- (a) Reuse the work for any purpose (b) Reuse the work non-commercially
(c) license their new creations under the (d) Reuse the work commercially

identical terms

2. Write Very Short answers of following questions:

2 X 6 = 12

1. List any four cyber threats for students?
2. What is the motto of Scouts & Guides? What does it mean?
3. What is First Aid?
4. What are the permissible loss as per the KVS Library Guidelines and Procedural Manual?
5. Write any two features of a well-designed, balanced Class Library
6. What is copyright?

3. Write Short answers

2 X 4 = 8

1. Write short notes on any four useful gadgets available in Blogger?
2. Explain the 5 R's of Open Educational Resources?

FEEDBACK FROM PARTICIPANTS

केन्द्रीय विद्यालय संगठन, शिक्षा एवं प्रशिक्षण आंचलिक संस्थान, मैसूर
पुस्तकालाध्यक्ष हेतु सेवाकालीन पाठ्यक्रम 2021-22

(25 अप्रैल 2022 से 15 मई 2022)

पृष्ठपोषण फॉर्म / **FEEDBACK FORM**

आयोजन स्थल : शि.प्र.आ.सं, मैसूर

दिनांक : 18/05/2022

भाग अ: PART A प्रतिभागी संख्या – 34

S. NO	प्रश्न QUESTION	उत्कृष्ट	बहुत अच्छा	अच्छा	औसत	औसत से कम
		EXCELLENT	V GOOD	GOOD	AVERAGE	BELOW AVERAGE
1	कार्यक्रम का विषयवस्तु / CONTENT OF THE COURSE	27	02	05	-	-
2	निर्धारित कार्यक्रम / SCHEDULE PLANNED	27	05	02	-	-
3	किस सीमा तक आपकी अपेक्षाएं पूरी हुईं / EXTENT TO WHICH EXPECTATION WAS FULFILLED	16	13	05	-	-
4	दिए गए व्याख्यान/ क्रियाओं की गुणवत्ता / QUALITY OF LECTURES/ ACTIVITIES	24	09	01	-	-
5	अतिथि वक्ताओं द्वारा दिए गए व्याख्यान की गुणवत्ता/ QUALITY OF LECTURES BY GUEST SPEAKERS/ INTERNAL SPEAKERS	22	08	04	-	-
6	समूह कार्य की गुणवत्ता/ QUALITY OF GROUP WORK/ INTERACTIONS	24	06	04	-	-
7	कार्यालय कर्मचारियों का सहयोग/ ASSISTANCE FROM OFFICE STAFF	26	06	02	-	-
8	कार्यक्रम के लिए मूलभूत सुविधाओं की उपलब्धता/ INFRASTRUCTURE FACILITIES AVAILABLE FOR THE COURSE	27	01	06	-	-
9	कार्यक्रम का सम्पूर्ण मूल्यांकन/ OVERALL RATING OF THE COURSE	26	06	02	-	-

भाग – ब PART B

1	वह व्याख्यान जो सबसे ज्यादा उपयोगी था /NAME OF THE SESSION / LECTURE WHICH WAS MOST USEFUL	e-granthalaya 3.0, Blog, Google slide, IT tech tools,Wakelet ,communication skills,Financial Norms,Stress Management, Rajbhasha, fire safety, First aid				
2	उस सत्र का नाम लिखिए जो सबसे कम उपयोगी रहा/ NAME OF THE LECTURE/ SESSION WHICH WAS LEAST USEFUL	Scout and Guide Librarian: now a cybrarian, open educational Resources,				
3	उस क्षेत्र का नाम लिखिए जिसे इस कार्यक्रम में अवश्य सम्मिलित करना चाहिए / IS THERE ANY OTHER AREA WHICH WAS LEFT OUT IN THE COURSE? NAME IF ANY	Personality Development,Life skill,Trends in cataloguing, communication Skill,				

SUMMARY REPORT

Honourable Dr. N. Vasanth Director, ZIET Mysore, In-service course for librarians 2021-22, respected Madam M. Bhagyalaxmi, Associate Course Director and Principal KV BRBNMPL, Resource persons Mrs Archana Shrivastava and Mr Mujib Rahiman, Dear participants of In-Service Course (Librarians) who have gathered here and my fellow faculty members of ZIET Mysuru, Very Good afternoon to all.

I, Dharmesh Kumar Singh Librarian, Faculty at KVS ZIET Mysore am privileged to place before this gathering a brief report of the 21-day in-service course for librarians assigned by the Kendra Vidyalaya Sangathan to this venue.

The role of librarians in today's educational scenario, especially in the context of KVs cannot be overlooked to quote-

“ To be a librarian is not to be neutral, or passive, or waiting for a question. It is to be a radical positive change agent within our community.

—R. David Lankes

Keeping this in mind, a systematic structure for the 21-day course was designed with due emphasis and focus was on ICT and the emergent trends in the field of Library and information Science. The main focus was on engagement of the participants in all sessions so as to make effective and efficient training schedule.

Coming to the facts and figure, this 21-day in-service course had 34 participant librarians from 12 different regions attending from 25 April to 15 May 2022.

The inaugural session on 25th April was graced by the Director I/c Sh. S Sambanna and by his inaugural address he brought out the significant role of Librarians in this advancement of the society.

All possible attempts were made to provide high quality suitable resources in the form of 12 Guest Speakers and internal speakers from the field of library science and general subjects as well. Such as Trends In Cataloguing by Prof. Harinarayana (UoM), Prof Nagaraja RIE, School librarians as an information scientist and technology allies by Dr P Saraswati University of Mysore, Social media and library services: tools and techs - Dr Sunil MV (SDMIDM) , Fire safety measures in schools, Mr. J. Ganga Naik DFO Mysore, inclusive Education” by Sh. K L Nagaraju, K N Sheshagirirao, FO RO Bangalore on key topics of relevance for Librarians.

Almost every day just after the morning assembly Dr. N. Vasanth, our esteemed Director took his sessions on moral values to improve our behavioural skills in practical life situations.

KVS ZIET faculty transacted a spectrum of modules ranging from Gender sensitization, professional ethics and class library management to Stress management. The much-experienced Resource Persons brought their field of expertise and rich experience to the training.

Madam Archana Shrivastava KV Bairgarah delivered her sessions on Librarians responsibilities, Librarians are cybrarians, suggested library activities, Librarians Diary, Libraries today and tomorrow.

The Technical expert Mr Mujib Rahiman, Librarian KV Konjikode opened up the information highway and trained the participants through his sessions on Blogs, E Newsletter, Google site, Library Guidelines Book Review, Hands on session on blogger and google sites etc.

The High Point and the very pulse of the course were the participants who were assigned and assessed on a continuous mode on individual presentations on best practices in library services on various subjects which was a practical experience for all.

Experiential learning was catered by local field trips to SDM IDM Library & University of Mysore central Library.

There was also a local trip to provide the necessary break- a Local Tour to Mysore. The Participants were evaluated on the KVS Specified framework of authentic and traditional assessment. There were three pen paper test Pre-test, Mid-test and Post-test and continuous assessment of participants on projects and group work. A value-added feature to the training was the exhibition on activities done by participants.

As a coordinator I had the pleasure of sharing my skills on the topics of E-granthalaya and its practical aspects, IT tips and tricks Search Strategy and a web tool:wakelet.

We the Director and ZIET family at KVS ZIET Mysore have been delighted to have you all with us for the past 21 days and in keeping with our motto, are honoured and privileged to extend the best possible professional and personal services to you and have strived to take care of all aspects of your stay here.

In conclusion any training is successful only with the transfer of Knowledge. Let us remember that we Librarians are the keepers of the frame of knowledge and we will do our best to fulfil the needs of our children as well as the organisation.

I wish you all success in all endeavours.

PHOTOGALLERY



Address to Participants



Morning Assembly



Participants Attending sessions



Activity by Participants



Hands- on session



Demo Lessons by Participants



Guest speakers and Internal Speakers



Excursion cum Library Tour



Exhibition



Valedictory Function

Group Photo



ZONAL INSTITUTE OF EDUCATION AND TRAINING, MYSORE
21-DAY INSERVICE COURSE FOR LIBRARIANS FROM 25-04-2022 TO 15-05-2022

SITTING L TO R : 1. HARI SHANKAR TA (HINDI) 2.MR. MUJIB RAHIMAN K.U. (RP) 3. MRS. ARCHANA SHRIVASTAVA (RP) 4. SH. K.L. NAGARAJU AC (RETD) KVS RO BGR 5. SH. S. SAMBANNA, DIRECTOR ZIET MYSURU 6. SMT. BHAGYALAKSHMI PRINCIPAL KV BRBNMPL MYSURU 7.MR. D.K. SINGH LIBRARIAN (CC) 8. SH. S. MURUGAN TA (HISTORY). 9. MRS. RUMMA RAINA TA ECONOMICS (ACC)

STANDING L TO R (ROW-1) : 1. BARUN KUMAR JHA TA(PRIMARY) 2. VIDYA HIWRALE 3. MITA BRAHMA 4. MANYA R GOPAL 5. SAJITHA NAIR 6. KAJAL SINGH 7. SOMA DAS 8. HUSNA BANO 9. SHALINEE SINGH RATHORE 10. MANDAKINI TRIPATHY 11. ANJALI VERMA 12. SITA HEMBROM 13. MADHUSUDAN INDAVAR TA (PRIMARY)

STANDING L TO R (ROW-2) : 1. VAIBHAV SACHAN 2. AUGUSTINE K I 3. PRAKASAN MAVILA 4. MOHAMMAD MUDASSIR 5. SHIVENDRA KUMAR SINGH 6. KUMAR TRIDEVENDRA SINGH TRIVENDRA 7. NANDA KISHORE SAHA 8. BINOD KUMAR 9. NEERAJ KUMAR SINGH 10. ANIRUDH PRASAD 11. SHANKAR SONULE

STANDING L TO R (ROW-3) : 1.PRIYA RANJAN KUMAR SINGH 2. ANANDA DAS 3. NAVEEN KUMAR 4. PRATEEK ASATI 5. MUKESH PATHI 6. RANJIT KUMAR DOLAI 7. DHIRENDRA KUMAR PATRA 8. SHASHI B. KUMAR 9. MANOJ SINGH RAWAT 10. DEVENDRA KUMAR BHARDWAJ 11. MURARI KUMAR CHAUDHARY 12. KAILASH DAN KAVIYA