



Tentative Routine for one month intern programme from 01.11.2022-01.12.2022

Hour	Day -1	Group	Offline Activity	Counsellor	Library Assistant	Day - 2	Group	Offline Activity	Counsellor	Library Assistant	Assignment/Off campus activities	
11.30 - 12.25	01.11.22	A	Acquisition	BR	SM	02.11.22	A	e- resource	MG	SG	03.11.22-08.11.22, 11.11.22-16.11.22, 19.11.22-23.11.22	A
	09.11.22			MG	SM	10.11.22			AKC	SG		
	17.11.22			AKC	SM	18.11.22			TT	SG		
	24.11.22			AKC	SM	26.11.22			AD	SG		
	03.11.22	B	Acquisition	AKC	SM	04.11.22	B	e- resource	TT	SG	05.11.22-10.11.22, 14.11.22-19.11.22, 22.11.22-27.11.22	B
	11.11.22			TT	SM	12.11.22			AD	SG		
	19.11.22			AD	SM	21.11.22			AG	SG		
	28.11.22			AG	SM	29.11.22			BR	SG		
	05.11.22	C	Acquisition	AD	SM	07.11.22	C	e- resource	AG	SG	08.11.22-13.11.22, 17.11.22-21.11.22, 24.11.22-29.11.22	C
	14.11.22			AG	SM	16.11.22			MG	SG		
	22.11.22			BR	SM	23.11.22			MG	SG		
	30.11.22			MG	SM	01.12.22			AKC	SG		



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Hour	Day - 1	Group	Offline Activity	Counsellor	Library Assistant	Day -2	Group	Offline Activity	Counsellor	Library Assistant	Assignment/Off campus activities	
12.30-01.25	01.11.22	A	IR	BR	SM	02.11.22	A	e- resource	MG	SG	03.11.22-08.11.22, 11.11.22-16.11.22, 19.11.22-23.11.22	A
	09.11.22			MG	SM	10.11.22			AKC	SG		
	17.11.22			AKC	SM	18.11.22			TT	SG		
	24.11.22			AKC	SM	26.11.22			AD	SG		
	03.11.22	B	IR	AKC	SM	04.11.22	B	e- resource	TT	SG	05.11.22-10.11.22, 14.11.22-19.11.22, 22.11.22-27.11.22	B
	11.11.22			TT	SM	12.11.22			AD	SG		
	19.11.22			AD	SM	21.11.22			AG	SG		
	28.11.22			AG	SM	29.11.22			BR	SG		
	05.11.22	C	IR	AD	SM	07.11.22	C	e- resource	AG	SG	08.11.22-13.11.22, 17.11.22-21.11.22, 24.11.22-29.11.22	C
	14.11.22			AG	SM	16.11.22			MG	SG		
	22.11.22			BR	SM	23.11.22			MG	SG		
	30.11.22			MG	SM	01.12.22			AKC	SG		



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Hour	Day -1	Group	Offline Activity	Counsellor	Library Assistant	Day -2	Group	Offline Activity	Counsellor	Library Assistant	Assignment/Off campus activities	
2.05-3.00	01.11.22	A	IR	BR	SM	02.11.22	A	IR	MG	SG	03.11.22-08.11.22, 11.11.22-16.11.22, 19.11.22-23.11.22	A
	09.11.22			MG	SM	10.11.22			AKC	SG		
	17.11.22			AKC	SM	18.11.22			TT	SG		
	24.11.22			AKC	SM	26.11.22			AD	SG		
	03.11.22	B	IR	AKC	SM	04.11.22	B	IR	TT	SG	05.11.22-10.11.22, 14.11.22-19.11.22, 22.11.22-27.11.22	B
	11.11.22			TT	SM	12.11.22			AD	SG		
	19.11.22			AD	SM	21.11.22			AG	SG		
	28.11.22			AG	SM	29.11.22			BR	SG		
	05.11.22	C	IR	AD	SM	07.11.22	C	IR	AG	SG	08.11.22-13.11.22, 17.11.22-21.11.22, 24.11.22-29.11.22	C
	14.11.22			AG	SM	16.11.22			MG	SG		
	22.11.22			BR	SM	23.11.22			MG	SG		
	30.11.22			MG	SM	01.12.22			AKC	SG		



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Hour	Day -1	Group	Offline Activity	Counsellor or	Library Assistant	Day -2	Group	Offline Activity	Counsellor	Library Assistant	Assignment/Off campus activities	
3.05-4.00	01.11.22	A	Circulation /Document	BR	SM	02.11.22	A	Management	MG	SG	03.11.22-08.11.22, 11.11.22-16.11.22, 19.11.22-23.11.22	A
	09.11.22			MG	SM	10.11.22			AKC	SG		
	17.11.22			AKC	SM	18.11.22			TT	SG		
	24.11.22			AKC	SM	26.11.22			AD	SG		
	03.11.22	B	Circulation /Document	AKC	SM	04.11.22	B	Management	TT	SG	05.11.22-10.11.22, 14.11.22-19.11.22, 22.11.22-27.11.22	B
	11.11.22			TT	SM	12.11.22			AD	SG		
	19.11.22			AD	SM	21.11.22			AG	SG		
	28.11.22			AG	SM	29.11.22			BR	SG		
	05.11.22	C	Circulation /Document	AD	SM	07.11.22	C	Management	AG	SG	08.11.22-13.11.22, 17.11.22-21.11.22, 24.11.22-29.11.22	
	14.11.22			AG	SM	16.11.22			MG	SG		
	22.11.22			BR	SM	23.11.22			MG	SG		
	30.11.22			MG	SM	01.12.22			AKC	SG		
Recess-01.30-02.00pm												



Course Details

- **Acquisition**-Accession, Incorporation of bibliographical data in the Accession register, Incorporation of accession number in the book, stamping etc.
- **Information Retrieval(IR)**-Information retrieval activity and processing of resources Class number, subject, book number insertion etc. Periodical index (cardex), preparation of data sheet).Shelving activity, preparation of guide, shelf numbering, etc Incorporation of data in Koha software, Searching a resource from Koha
- **Circulation/document delivery:** Circulation/lending, member record creation, book issue return etc.
- **E-resources-** Access, search techniques, listing, OER repository access, idea about LAN
- **Management**-Stock verification, report writing, presentation

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