

# **Report**

**on**

## **Library Staff Training on Student's Data Import in SOUL 2.0**

**Date: 16/03/2020**



**Organized by:**

**Department of Central Library**

**Bhatler College, Dantan**

**Paschim Medinipur**

**West Bengal 721426**

## Event Description

The supporting staffs of the Central Library were facing problem during the data import of the new semester students in the SOUL 20. ILMS. After taking charge as a Librarian, Mr. Amit Kumar Das has arranged a short time in-house workshop to train the library staff about this matter. The program is scheduled to be held on 16.03.2020, from 2.30p.m. to 4.00 p.m. According to his scheduled date and time this technical program has been started by the Librarian with a general introduction about the DBMS. After that, how student's data can import in the server of SOUL ILMS from a excel file has been demonstrated by him. Staffs frequently ask questions to remove their confusions and they should be answered by the librarian. At the end of the session, staffs have been asked to practice this.

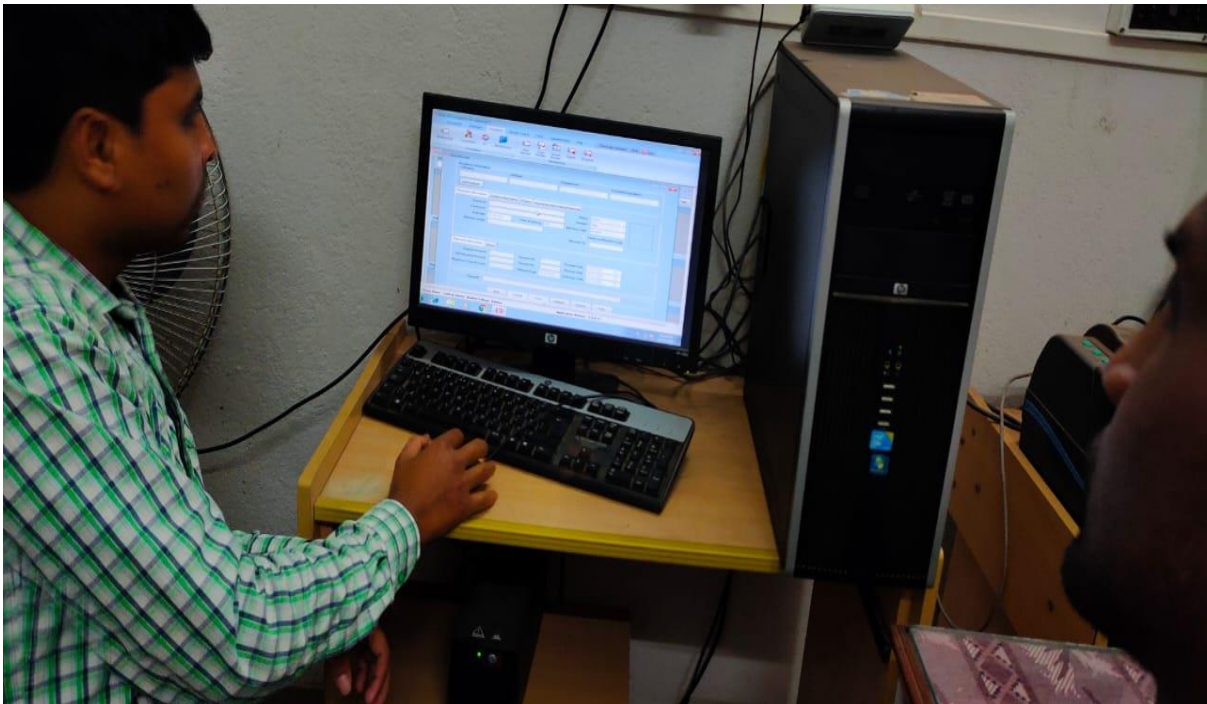
## Principal's Notice

**NOTICE NO. 65 DATED 13.03.2020**

The lending service of the Central Library will be withheld on 16.03.2020 from 2.30 p.m. to 4 p.m. due to attend in the Staff Training Program on student's data import in SOUL 2.0.

(Dr. P. K. Mishra)  
Principal  
Sharter College, Dantew  
Paschim Medinipur

**Glimpse 1: Mr. Amit Kumar Das, Librarian, demonstrates how to import data in SOUL 2.0**



**Glimpse 2: Library staff sincerely observe how to handle different modules of SOUL**

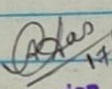


## Attendance sheet

Library Staff Training Program on SOUL-ILMS  
16/03/2020

### Participants

1. Mitali Chanda.
2. Shamit Maiti.
3. Titu Shyamal Pradhan,
4. Dipak Paria.

  
17/03/2020  
Librarian  
Bhatter College Dantan  
Paschim Medinipur



# *Library Staff Training on Student's Data Import in SOUL 2.0*

## **CERTIFICATE OF PARTICIPATION**

This is to certify that

**Mitali Chanda**

of

*Bhatler College, Dantan, Paschim Medinipur, West Bengal*

has successfully participated in the **Library Staff Training on Student's Data Import in SOUL 2.0** organized by Department of Central Library, Bhatler College, Dantan, Paschim Medinipur, West Bengal 721426, on 16.03.2020.

*Dr. Pabitra K. Mishra*

Principal

Bhatler College, Dantan, W.B., India

*Mr. Amit Kumar Das*

Organizer

Librarian, Central Library  
Bhatler College, Dantan, W.B., India



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## **CERTIFICATE OF PARTICIPATION**

This is to certify that

**Shamit Maiti**

of

*Bhatler College, Dantan, Paschim Medinipur, West Bengal*

has successfully participated in the **Library Staff Training on Student's Data Import in SOUL 2.0** organized by Department of Central Library, Bhatler College, Dantan, Paschim Medinipur, West Bengal 721426, on 16.03.2020.

*Dr. Pabitra K. Mishra*

Principal

Bhatler College, Dantan, W.B., India

*Mr. Amit Kumar Das*

Organizer

Librarian, Central Library  
Bhatler College, Dantan, W.B., India



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## **CERTIFICATE OF PARTICIPATION**

This is to certify that

**Tithi Shyamal Pradhan**

of

*Bhatler College, Dantan, Paschim Medinipur, West Bengal*

has successfully participated in the **Library Staff Training on Student's Data Import in SOUL 2.0** organized by Department of Central Library, Bhatler College, Dantan, Paschim Medinipur, West Bengal 721426, on 16.03.2020.

*Dr. Pabitra K. Mishra*

Principal

Bhatler College, Dantan, W.B., India

*Mr. Amit Kumar Das*

Organizer

Librarian, Central Library  
Bhatler College, Dantan, W.B., India



# *Library Staff Training on Student's Data Import in SOUL 2.0*

## **CERTIFICATE OF PARTICIPATION**

This is to certify that

**Dipak Paria**

of

*Bhatler College, Dantan, Paschim Medinipur, West Bengal*

has successfully participated in the **Library Staff Training on Student's Data Import in SOUL 2.0** organized by Department of Central Library, Bhatler College, Dantan, Paschim Medinipur, West Bengal 721426, on 16.03.2020.

*Dr. Pabitra K. Mishra*

Principal

Bhatler College, Dantan, W.B., India

*Mr. Amit Kumar Das*

Organizer

Librarian, Central Library

Bhatler College, Dantan, W.B., India