About NISCAIR

National Institute of Science Communication and Information Resources (NISCAIR) came into existence on 30 September 2002 with the merger of National Institute of Science Communication (NISCOM) and Indian National Scientific Documentation Centre (INSDOC). Both NISCOM and INSDOC, the two premier institutes of the Council of Scientific and Industrial Research (CSIR), were devoted to dissemination and documentation of S&T information.

NISCOM had been in existence for more than six decades (first as two Publication Units of CSIR, later merged to form the Publications Division later renamed as Publications & Information Directorate and in 1996, as NISCOM). Over the years, NISCOM diversified its activities, and through a host of its information products, comprising research and popular science journals, encyclopedic publications, monographs, books, and information services, it had been reaching out to researchers, students, entrepreneurs, industrialists, agriculturists, policy planners and also the common man.

INSDOC came into being in 1952 and was engaged in providing S&T information and documentation services through myriad activities such as abstracting and indexing, design and development of databases and information resources, translation, library automation, providing access to international information sources, human resource development, consultancy services in setting up modern library-cum-information centers. INSDOC was host to the National Science Library and the SAARC Documentation Centre.

Now, with the formation of NISCAIR, all the above multi-faceted activities have been amalgamated, making NISCAIR, an institute capable of serving the society using modern IT infrastructure in a more effective manner and taking up new ventures in the field of science communications, dissemination and S&T

information management systems and services. The core activity of NISCAIR will be to collect/store, publish and disseminate S&T information through a mix of traditional and modern means, which will benefit different segments of society.

HRD Programmes

Equipped with necessary facilities and manpower, NISCAIR is ideally placed to train and prepare science communicators, R&D personnel, library and information science professionals for meeting the challenges of current times.

NISCAIR's HRD Programmes can be categorized as follows:

1) Short-term training programmes

2) On-site training programmes

1.   Information technology for information management

Course duration	No. of batches	Course dates
Five weeks	Two	April 07 – May 09, 2014 October 27 – November 28, 2014

Broad course contents:

- Basics of IT;
- Introduction to Linux;
- Web page Designing;
- Open Source Library Automation Package, Koha / ABCD

  - ➤ introduction to the Library Automation Package
  - ➤ installation of Library Automation Package
  - ➤ configuration issues
  - ➤ users and profile management
  - ➤ import export features

- Barcode Technology, RFID;
- Open Source Digital Libraries Software, Dspace / GSDL
  - ➢ Digital Library: Concepts and software; Metadata: Overview
  - ➢ Digital Libraries Software: Overview, Installation
  - ➢ Administration: Communities, Collections, Items
  - ➢ Customization
  - ➢ Backup & Restore
- Management of e-resources

Fee particulars:

Participants from	Without accommodation	With accommodation
India	15000/-	21600/-
SAARC Countries	US $ 740	US $ 1000
Other countries	US $ 1140	US $ 1480

2. Bibliometric tools and techniques for measurement and evaluation of research output

Course duration	No. of batches	Course dates
Five days	One	May 19 – 23, 2014

Broad course contents:
- Historical Background
- Bibliometrics Elements and Laws
- Bibliometrics Tools & Techniques for the assessment of research performance
- Publication Collaboration and Citation Impact
- Bibliometrics Indicators; Usage of Bibliometric methods in areas of LIS
- Application of Bibliometrics in other fields
- Developing and implementing bibliometric research design
- Bibliometrics and its applications in science policies and research studies

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

3.   Design and development of digital libraries using GSDL - Basic

Course duration	No. of batches	Course dates
Five days	One	June 02 – 06, 2014

Broad course contents:

- Digital Library: Concepts and software;
- Metadata: Overview
- GSDL software: Overview of features, capabilities, applications
- Installation, configuration; accessing example
- Collection building collections with Greenstone Librarian Interface (GLI)
- Adding and using metadata; Customizing the collection
- Creating a CD-ROM, etc.

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

4.   Research Methodology

Course duration	No. of batches	Course dates
Five days	One	June 16 – 20, 2014

Broad course contents:

- Research: Philosophies, Valdity & Relaibility, Approaches, etc.
- Research Methods: Characterisitics, Types
- Legal and Ethical Issues
- Formulation and Defining the Research Problem
- Research Design, Literature Review, Hypotheses
- Data Collection Methods
- Data Analysis & Presentation: Tools & Techniques
- Generalisation and Interpretations
- Steps in Report/Research Article Writing

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

5.   Library automation using Koha - Basic

Course duration	No. of batches	Course dates
Five days	One	June 30 – July 04, 2014

Broad course contents:

- Library automation: Introduction and current trends
- Koha: Overview and features
- Koha Installation
- Configuration and Operation
- Koha System Administration
- Application of Koha Modules

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

6.   Design and development of digital libraries using DSpace - Basic

Course duration	No. of batches	Course dates
Five days	One	July 14 – 18, 2014

Broad course contents:

- Digital Library: Concepts and software
- Metadata: Overview
- Linux: An Open Source Operating System
- Dspace Overview
- Dspace Installation
- Administration: Communities, Collections, Items, Groups, ePeople
- Customization, Authorisation
- Backup & Restore
- Metadata Harvesting

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

7. Office Automation

Course duration	No. of batches	Course dates
Five Weeks	One	August 04 – September 05, 2014

Broad course contents:

- Basics of Office Automation;
- Introduction to Linux Operating System;
- Office 2010 – Advance features;
- Web page Designing;
- Desk Top Publishing Software
- Financial Accounting software
- Open source Digital Repository creation software;
  - Digital Repository: Concepts and software;
  - Digital Repository Software: Overview, Installation
  - Administration: Communities, Collections, Items
  - Customization

Fee particulars:

Participants from	Without accommodation	With accommodation
India	15000/-	21600/-
SAARC Countries	US $ 740	US $ 1000
Other countries	US $ 1140	US $ 1480

8. Library automation and networking

Course duration	No. of batches	Course dates
Five days	Two	September 15 – 19, 2014 February 23 – 27, 2015

Broad course contents:

- Application of IT in Libraries
- Library automation: Introduction and current trends
- Library automation software packages
- Barcode Technology; RFID
- Digital Libraries
- Database creation and Resource sharing
- Networking; Library Networks; Services from Library Networks, etc.

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

9. Science communication through print media

Course duration	No. of batches	Course dates
Five days	One	October 13 – 17, 2014

Broad course contents:

- Science popularization in the Indian context
- Basics of popular science writing for magazines and newspapers
- Research communication versus popular communication
- Science communication through R&D newsletters, reports, etc.
- Creation of information resources, e.g. encyclopaedic publications, etc;
- Use of modern IT tools in science communication;
- Role of graphic arts in popular science communication
- Production of S&T publications

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

10.   Visual Documentation

Course duration	No. of batches	Course dates
Two weeks	One	December 08 – 19, 2014

Broad course contents:

- Introduction to Communication through Multi-media
- How to record Visual Documentation:
    - Introduction to Recording Equipment
    - Hands on Operation
    - Introduction to basic lights and its impact on recording
- Editing of Visual Documents:
    - Conversion of audio-visual content
    - Introduction to Software
    - Introduction to Editing
- Text for Visual Documentation:
    - Introduction to Basic Script Writing
- Storage and Retrieval of content :
    - Categorisation of visual documents
    - Naming conventions of visual documents
    - Tagging of documentation
    - Log sheet creation
- Project Work:

Fee particulars:

Participants from	Without accommodation	With accommodation
India	8000/-	10,400/-
SAARC Countries	US $ 400	US $ 520
Other countries	US $ 600	US $ 720

11.   ABCD – A complete solution for libraries

Course duration	No. of batches	Course dates
Five days	One	January 05 – 09, 2015

Broad course contents:

- Introduction to the ABCD software
- Installation & configuration issues
- Users and profile management; Creating a new database
- Migrating an existing ISIS database;
- Conversion issues : Marc, Excel, text formats
- Creating copies and loan objects from catalog
- Configuring database for OPAC
- Statistics and reports; Utilities
- Import/export; Acquisitions, Cataloguing, Loans & OPAC
- Serials Control; Site and Site CMS

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

12. Library automation using Koha - Advance

Course duration	No. of batches	Course dates
Five days	Two	January 19 – 23, 2015

Broad course contents:

- Koha features
- Koha Installation
- Koha Configuration: email configuration etc.
- Koha Preferences
- Koha Modules and Troubleshooting
- Koha Tools
- Koha Administration
- Z 39.50 Implementation
- Koha Customization
- Integration of Koha with Digital Repository

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

13. Design and development of digital libraries using DSpace – Advance

Course duration	No. of batches	Course dates
Five days	One	February 02 – 06, 2015

Broad course contents:

- Dspace Installation
- Dspace Customization: Look and Feel; Language; Metadata input etc.
- Dspace Configuration
- User Management and Authentication
- Migration / Up-gradation from old version to new version
- Backup & Restore
- Import and Export
- Statistical Reports
- Configuring LDAP, SWORD etc.
- Metadata Harvesting

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

14. Design and development of digital libraries using GSDL – Advance

Course duration	No. of batches	Course dates
Five days	One	March 09 – 13, 2015

Broad course contents:

- Installation, configuration; accessing example
- Handling of Metadata in GSDL
- Advanced HTML Document Handing
- Enhanced PDF handling
- Enhanced Word document handling

- Section tagging for HTML documents

- Scanned image collection

- Multimedia Documents handling

- Development of Audio/Video collection

- Administration, Customization & Interoperability

- Incremental Building with Depositor

- Realistic Books Display in GSDL

- Bibliographic Collections: MARC & CDS/ISIS

- Remote login and uploading files

Fee particulars:

Participants from	Without accommodation	With accommodation
India	4000/-	5200/-
SAARC Countries	US $ 200	US $ 260
Other countries	US $ 300	US $ 360

On-site Training Programmes

NISCAIR organizes training courses as per requirement of the client at the client's premises subject to minimum and maximum of 15 and 25 participants respectively. However, the fee for such programmes will decided by the NISCAIR on case to case basis.

Eligibility

The short-term courses in this brochure are offered to R&D personnel, science communicators, library and information science professions/students, middle and senior level managers, etc.

For advance courses, the participants should have working knowledge of respective software like Koha, Dspace or GSDL.

How to apply

Filled in application form given in this brochure along with the appropriate course fee is to be sent to: Head, Education and Training Division, NISCAIR, 14-Satsang Vihar Marg, New Delhi – 110067. The entire course fee is to be sent in advance by Demand Draft drawn in favour of "Director, NISCAIR" and payable at New Delhi.

Refund of course fee

The following guidelines will apply for refund of course fee in the event of a cancellation of request from the applicant or sponsoring body for short-term training programmes.

If intimation about cancellation is received:
  i.   more than one month in advance – refund with 10% deduction:
  ii.   more than one week in advance but less than one month – refund with 20% deduction; and
  iii. less than one week in advance – No refund

In case of cancellation of the course by NISCAIR, the course fee would either be refunded in full or adjusted against registration to another batch of the same course or to a similar course on receiving a communication from the applicant.

Accommodation

Accommodation is available for limited number of participants on first come first served basis. Accommodation would be provided at: NISCAIR Guest House,

CSIR Scientist Apartments, Opposite to NAFED Building, Ashram Chowk, Maharani Bagh, New Delhi – 110065.

Contact address:

Head, Education and Training Division
NISCAIR, 14-Satsang Vihar Marg
New Delhi – 110067
Ph: 011 - 2686 3617, 011 – 2686 3521, Fax: 011 – 2686 2228
Email: training@niscair.res.in

Distance chart

The following is the distance chart between NISCAIR/NISCAIR Guest House and prominent locations.

	NISCAIR (KS Krishnan Marg)	NISCAIR (Satsang Vihar Marg)	NISCAIR Guest House
	(Approximate distance in Kms)		
NISCAIR (K S Krishnan Marg)	-	13	17
NISCAIR (Satsang Vihar Marg)	13	-	13
NISCAIR Guest House	17	13	-
IGI Airport (Domestic)	15	12	21
IGI Airport (International)	15	15	27
Old Delhi Railway Station	10	21	14
New Delhi Railway Station	8	19	10
Hazrat Nizammudin Railway Station	13	16	3
ISBT (Kahsmere Gate)	12	20	16