

## **BANSDOC's Activities as National Focal Point of SAARC Documentation Centre (SDC-NFP) of Bangladesh**



**BANSDOC**

Bangladesh National Scientific and Technical Documentation Centre  
Ministry of Science & Technology  
Dhaka, Bangladesh

## 1. BANSDOC Activities

### 1.1. Introduction:



Bangladesh National Scientific and Technical Documentation Centre (BANSDOC) is a scientific and technological information and documentation centre. It was established in 1962. It has been an Autonomous organization in 2010 and governed by a governing body headed by Secretary, Ministry of Science and Technology.

### 1.2 Services of BANSDOC:

#### 1.2.1. Library Services:

The library is situated in second floor of BANSDOC Bhaban. It is organized into two sections such as :

**Book Section** – In this section about 21000 text and reference books on various **Science and Technology** (S&T) fields are available.

**Journal Section-** Equipped with holding about 450 Titles of Journals, Periodicals and others Serial Publications on various S&T fields.



The following services are provided to all categories of library users such as :

1. Provides Reader Service, Reference / Referral Service
2. Monitoring the database on National Union Catalogue of Science & Technology Periodicals in Bangladesh.
3. Provides Current Awareness Service (CAS)
4. Provides Cyber Service & Photocopy Service.

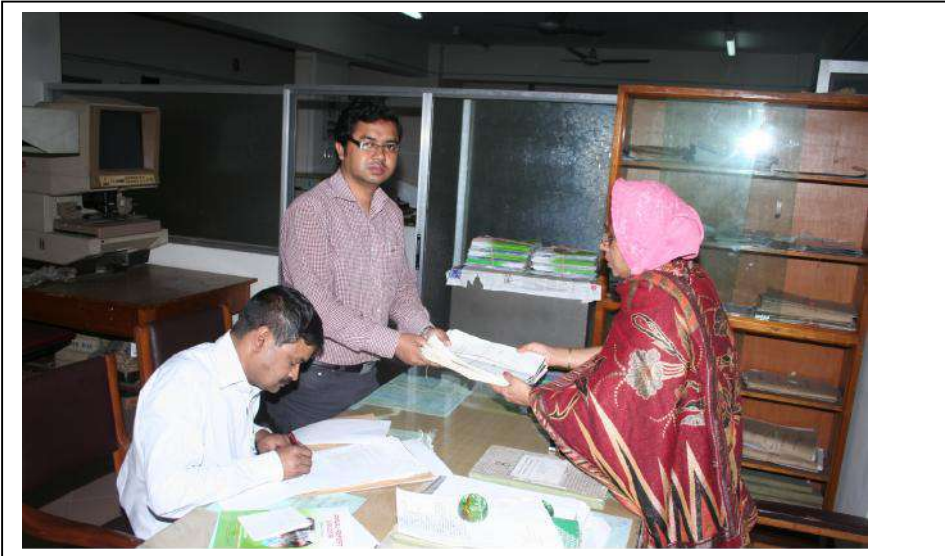
### 1.2.2. Bibliographic Service/Literature Search Service:

- Provides Science and Technology (S&T) related bibliographical reference service as per scientists demand.
- Scientists are offered with scientific contact according to their requests over the world.
- Monitoring and update the data base of **Bangladesh Science and Technology Abstracts** and **Current Scientific and Technological Research Projects of Bangladesh**.
- Bibliographies are also prepared and compiled by searching international S&T information based databases on CDs and DVDs available at BANSDOC such as :



- Biological Abstracts;
- Physics Abstracts;
- **Current Contents on:**
  - Clinical Medicine;
  - Physical, Chemical and Earth Science;
  - Agriculture, Biology and Environmental Sciences;
  - Engineering, Computing and Technology and
  - Life Sciences.

### 1.2.3. Documentation Services:



- ICT equipment are available to contact all leading S&T Libraries, Information and Documentation Centres of the world for quick collection and dissemination of S&T Journal articles as per user needs;
- To manage database of **Scientific and Technological Research Abstracts in Bangladesh**.

### 1.2.4. Reprographic Services:



- Scientific Photography:
- Monitoring and data updating of the following three databases
  1. Directory of Scientists and Technologists of Bangladesh (Home & Abroad);
  2. Scientific and Industrial Innovations of Bangladesh and
  3. Scientific and Industrial Innovations of Young Scientists and Members of Science Club.
- S&T Paper Clipping.

### 1.2.5. Website:



BANSDOC has a resourceful website ([www.bansdoc.gov.bd](http://www.bansdoc.gov.bd)) including some online databases such as:

1. Directory of Scientists and Technologists
2. Current S&T Research Projects
3. National Union Catalogue
4. National Science Abstracts
5. BANSDOC Book
6. BANSDOC Thesis
7. BANSDOC e-Books & e-Journals
8. Innovations of Young Scientists & Science Club and
9. Scientific & Industrial Innovations
10. S & T Paper Clipping.



### 1.2.6. Arranging Internship on ‘Information Science & Library Management’:



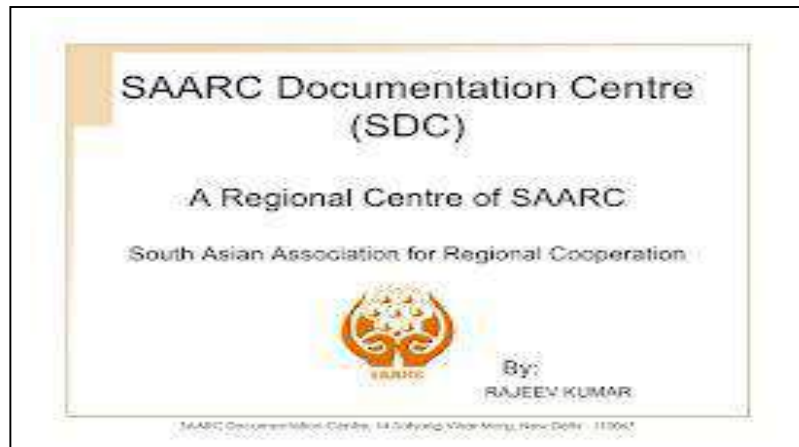
BANSDOC arranges Internship on ‘Information Science & Library Management’ every year with the M.A. pass students of Information Science & Library Management Department of Universities of Bangladesh.



### 1.2.7. Providing Consultancy Services on ‘Research Methodology’:

BANSDOC Provides consultancy services on ‘Research Methodology’ as per user demands.

#### 2. BANSDOC’s relation with SAARC Documentation Centre (SDC) :



BANSDOC is the National Focal Point (NFP) of SAARC Documentation Centre (SDC) and its Director General is the Governing Board (GB) Member of SDC as well as SDC-NFP Coordinator.

## 2.1. Activities of GB Member of SDC from Bangladesh:

2.1.1. Director General of BANSDOC is the Governing Board (GB) Member of SDC from Bangladesh. His main functions are as follows:

1. To formulate policies and oversee the function of SDC
2. To attend the meetings arranged by SDC
3. To present Country Paper before the GB Meeting
4. To help the SDC-NFP to implement the decisions taken by GB.



2.1.2. Director General of BANSDOC has attended the Twentieth Meeting of the Governing Board of SDC on 4<sup>th</sup> -5<sup>th</sup> September, 2014 as his routing work.

## 2.2. Activities of SDC-NFP Coordinator of Bangladesh:

2.2.1. Attending at SDC Meetings:

As Director General of BANSDOC is the SDC-NFP Coordinator from Bangladesh, he attends almost all of the SDC-NFP Coordinators meetings.



### 2.2.2. Selection and Nomination of Participants for SDC Training:

For SDC training, workshops and seminars SDC-NFP Coordinator selects participants from various organizations from all over the country and nominates them through Ministry of Foreign Affairs. The following candidates have been nominated for different courses arranged by SDC last five years:

- (a) Short Term Training Course on “Information Technology for Information Management”, NISCAIR, New Delhi, India



S. N.	Name & Address
01	Mr. Md. Mozemmel Haque Principal Scientific Officer BANSDOC, Dhaka, Bangladesh
02	Mr. Md. Ali Azam Khan Data Entry Operator BANSDOC, Dhaka, Bangladesh
03	Mr. Md. Nazim Uddin Sorter, BANSDOC, Dhaka.
04	Mr. Pankaj Kumar Sarker Assistant Librarian Patuakhali Science & Technology University Dumki, Patuakhali-8620
05	Mr. Md. Azizul Islam Librarian (Incharge) Rajshahi University of Engineering & Technology (RUET), Rajshahi-6204
06.	Mr. Azmal Hossain Fakir Librarian, Rivers Research Institute Haru Kandi, Faridpur
07	Mrs. Hosneara Ferdous Junior Bibliographic Officer Bangladesh Agriculture Research Council Farmgate, Dhaka.
08.	Mr. Md. Hasibul Islam Junior Librarian, Central Library KUET, Khulna



<b>S. N.</b>	<b>Name &amp; Address</b>
09.	Mr. Ekramul Hoque Administrative Officer Ministry of Science and Technology, Dhaka
10.	Mrs. Yeasmin Ara Assistant Librarian, BUP, Mirpur, Dhaka.
11.	Mr. Monik Hossain Bhuiyan Assistant Librarian, BFRI Sholoshore, Chittagong
12.	Mr. Harun-ar-Rashid Librarian, MOFA, Dhaka
13.	Mr. Azizur Rahman, Assistant Librarian Jatio Kobi Kazi Nazrul Islam University Trisal, Mymensingh.
14.	Mr. Alok Chokroborti Sr. Administrative Officer BAEC, Agargoan, Dhaka
15.	Mr. Habibur Rahman, Librarian Central Library, Chittagong Veterinary and Animal Sciences University, Chittagong

(b) Course on **“Office Automation”** at NISCAIR, New Delhi, India:



<b>S. N.</b>	<b>Name &amp; Address</b>
01.	Mr. Md. Shahid Ullah Superintendent (Add. Charge) BANSDOC, Agargoan, Dhaka, Bangladesh.
02.	Mr. Md. Azam Khan Technician BANSDOC, Agargoan, Dhaka, Bangladesh.
03.	Mr. Moniruzzaman SRO, BANSDOC, Dhaka
04.	Mr. A.K.M. Mohiuddin Kayes Assistant Secretary Ministry of Foreign Affairs, Dhaka
05.	Mr. Shaikh Abu Hasan Computer Operator BANSDOC, Dhaka

(c) Course on “**Online Newspaper Archiving**” at Thiruvananthapuram, Kerala, India:

S. N.	Name & Address
01	<b>Mr. Md. Moniruzzaman</b> SRO, BANSDOC, Dhaka.
02	<b>Mr. Mahabubor Rahman</b> PRO, Ministry of ICT, Agargaon, Dhaka

(c) Course on “**Intellectual Property Rights**” at Goa, India:



S. N.	Name & Address
01	Mrs. Nilufer Begum S.O (Addtl. Charge), BANSDOC, Dhaka.
02	Mr. Mohammad Aslam Ali Khandoker P.O (Addtl. Charge), BANSDOC, Dhaka.

(d) Course on “**Training Programme on ABCD - A Complete Solution for Library**” at NISCAIR, New Delhi, India:

S. N.	Name & Address
01	Mr. Mr. Abdul Wasim, Librarian National Commission of Bangladesh UNESCO, 1 Asian Highway, Palashi, Nilkhet, Dhaka.
02	Mr. Md. Anisur Rahman Deputy Librarian, Central Library, DUET, Gazipur, Dhaka

(f) Course on “**Conference on Trends and Developments**” in Library and Information Science, India:

S. N.	Name & Address
01	Mr. Bikash Chandra Saha PSO, BANSDOC, Dhaka
02	Mr. Md. Mahabub Elahie JPO, BANSDOC, Dhaka

(i) Workshop on “KOHA”, Gujarat, India:



S. N.	Name & Address
01	Mr. Md. Moniruzzamn SRO, BANSDOC, Dhaka
02	Mr. Shaikh Abu Hasan CO, BANSDOC, Dhaka
03	Mr. Md. Ali Azam Khan DEO, BANSDOC, Dhaka
04	Ms. Ila Rani Mandol Library Assistant, BANSDOC, Dhaka
05	Mrs. Runia Khatun Sorter, BANSDOC, Dhaka

(h) Workshop on “Digital Library” Using open source Software, Sri Lanka:

S. N.	Name & Address
01	Mr. Bikash Chandra Saha PSO, BANSDOC, Dhaka
02	Mr. Md. Ali Azam Khan DEO, BANSDOC, Dhaka

(g) Course on “Library-2.0, Nepal:



S. N.	Name & Address
01	Mr. Bikash Chandra Saha PSO, BANSDOC, Dhaka
02	Mr. Shaikh Abu Hasan CO, BANSDOC, Dhaka

(k) **Associationship in Information Science (AIS) Course"**, NISCAIR, New Delhi, India:

S. N.	Name & Address
01	Mr. Md. Moniruzzamn SRO, BANSDOC, Dhaka
02	Mr. Aslam Ali Khandkar JRO, BANSDOC, Dhaka
03	Mr. Md. Abdur Razzaq PRO, BCSIR, Dhaka

(l) **Attachment Training Programme**, NISCAIR, New Delhi, India:

S. N.	Name & Address
01	Mr. Md. Mahabubar Rahman Assistant Librarian, KUET, Khulna
02	Mr. Mahabubur Rashid Librarian, BRRI, Gazipur, Dhaka
03	Mr. Abdur Rouf bin Abedin Assistant Librarian Hazi Danesh Science and Technology University, Dinazpur
04	Mrs. Setara Begum Principal Librarian, BCSIR, Dhaka

(m) **Workshop on "Herbarium Technique"**, India:





S. N.	Name & Address
01	Mr. AFM Shamim Ahasan Scientific Officer BARI, Gazipur, Dhaka

(n) **Workshop on "Bibliometric", Pondicherry, Chennai, India:**

S. N.	Name & Address
01	Mrs. Nilufar Begum JBO, BANSDOC, Dhaka
02	Mrs. Jayanti Rani Bashak Chairman Department of Information Science and Library Management, Rajshahi University

**2.2.3. Meeting Arranged:**



BANSDOC sometimes arranges meetings on with participants of SDC training programmes. Such a meeting was held in BANSDOC in 20 September 2014. Participants who attended various training programmes arranged by SDC joined in this Meeting from all over the country. Dr. Narendra Kumar and Dr. G. Mahesh of NISCAIR's; Ms. Kesang Dechen, Deputy Director (DD) of SDC's, Mrs. Shalini Senhal, Administrative Officer (AO) of SDC and Ms. Swaty Shreevastaba, Librarian of SDC attended the meeting. The participants share their knowledge and its implementation at their working place.

**2.2.4. Directory of Periodicals in SAARC Countries:**

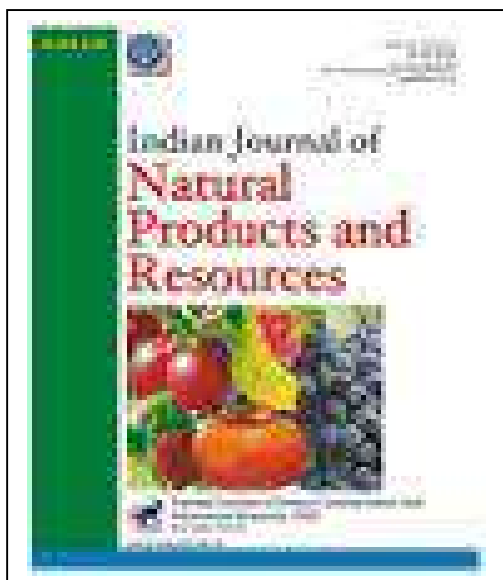
For the Directory of Periodicals in SAARC Countries BANSDOC provides current data and information to SDC when needed.

### 2.2.5. SDC Newsletter:

BANSDOC is receiving and circulating SDC News Letters for the scientists and technologists of our country.



### 2.2.6. SDC Providing Journals Dissemination:



BANSDOC as the SDC's National Focal Point of Bangladesh, it receives the selected S&T journals from SDC published by NISCAIR and distributes them to related organizations. Last five years the following journals are distributed to mentioned organizations below:

Sl.No.	Name of journals	Name of organizations
1.	Journal of Scientific & Industrial Research	Bangladesh Council of Scientific and Industrial Research (BCSIR)
2.	Indian Journal of Pure & Applied Physics	Dr. Quadrat-e-Khuda Road Dhanmondi
3.	Indian Journal of Natural Products and Resources	Dhaka-1205
4.	CSIR News	
5.	Indian Journal of Chemistry (Sec-A )	Department of Chemistry
6.	Indian Journal of Chemistry (Sec-B )	Jahangir Nagar University
7.	Indian Journal of Chemical Technology	Savar, Dhaka-1342

Sl.No.	Name of journals	Name of organizations
8.	Indian Journal of Engineering & Material Sciences	Department of Materials & Metallurgical Engineering (BUET) Bangladesh University of Engineering and Technology Plassy, Dhaka-1000
9.	Indian Journal of Biochemistry and Biophysics	Department of Biochemistry and Molecular Biology Dhaka University, Ramna, Dhaka-1000
10.	Annals of Library and Information Studies	Department of Information Science and Library Management Dhaka University, Ramna, Dhaka-1000
11.	Indian Journal of Biotechnology	National Institute of Biotechnology Ganak Bari, Savar, Dhaka-1349
12.	Indian Journal of Geo-Marine Sciences	Bangladesh Marine Academi Chittagong-4206
13.	Indian Journal of Fibre & Textile Research	Bangladesh University of Textiles 92 Shaheed Tajuddin Ahmed Avenue Tejgaon, Dhaka-1208
14.	Indian Journal of Radio & Space Physics	Bangladesh Space Rresearch and Remote Sensing Organization (SPARRSO) Agargaon, Sher-e-Bangla Nagar Dhaka-1207
15.	Indian Journal of Experimental Biology	Institute of Biological Science Rajshahi University Motihar, Kajla, Rajshahi
16.	Indian Journal of Traditional Knowledge	Unani and Ayurvedic Medical College & Hospital Mirpur Road, Dhaka 1221
17.	Journal of Intellectual Property Rights	Copy Right Office National Library Bhaban Sher-e-Bangla Nagar Dhaka-1207

### 2.2.7. Publicity for Marketing of SDC Products and Services:

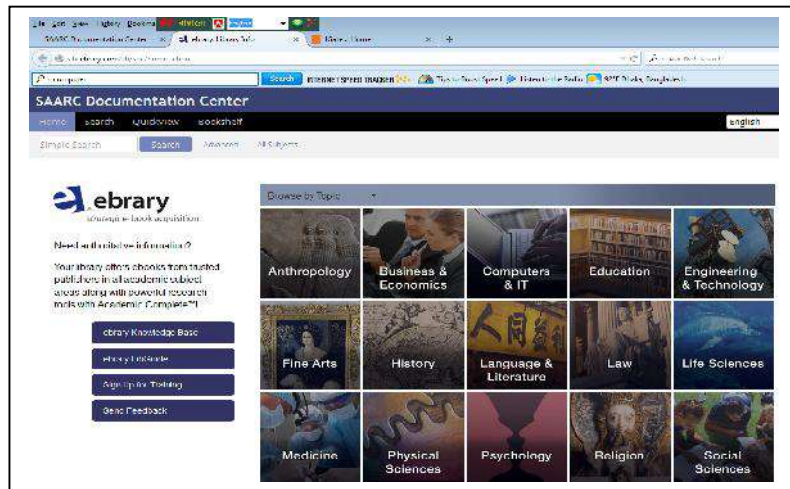


BANSDOC is arranging awareness meeting to widely introduction and publicity for marketing of BANSDOC's services and SDC services among different R&D organizations and universities of the country.

## 2.2.8. SDC Website (www.sdc.gov.in):

BANSDOC provides necessary information and other materials as per their demand for updating the following databases of SDC and encourages the stakeholders to use it:

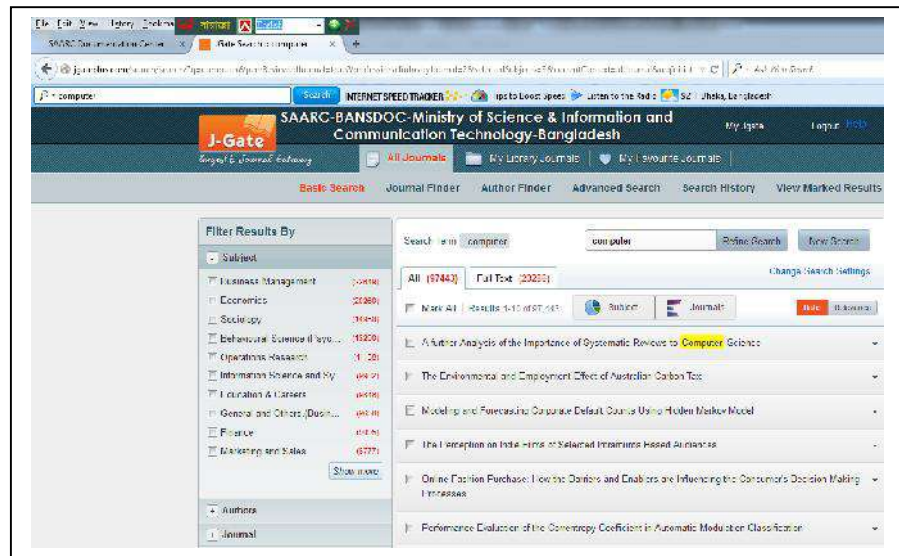
1. Database of Literatures on Public Health in SAARC Region
2. Database of Literatures on Diseases in SAARC Region
3. SAARC Abstracts on MAPA
4. SAARC Abstracts on Developmental Matters
5. Database of the Literature on Socioeconomic Issues in the SAARC region
6. Database of the Agreement made between two or more Member States of SAARC available in the public domain
7. Database of the Bibliography on SAARC
8. Directory of Periodicals in the SAARC Countries.





### 2.2.9. SDC E-brary & J-gate:

SDC's **ebrary** is an online digital library of full texts of over 700,000 scholarly e-books and **J-Gate** is the largest database of e-journals. Any user can use 'e-brary' and 'J-Gate' through BANSDOC.



### 3. Conclusion:

SDC successfully conducts various training programmes in member countries. Participants of the training are nominated by SDC-NFP Coordinators from different organizations to improve their efficiency, skill and working capacity in the field of documentation and information. They implement their acquired knowledge to their work place for the development of their country and the SAARC region.

## Abbreviation

AO	- Administrative Officer
BAEC	- Bangladesh Atomic Energy Commission
BANSDOC	- Bangladesh National Scientific and Technical Documentation Centre
BARI	-Bangladesh Agricultural Research Institute
BCSIR	-Bangladesh Council of Scientific and Industrial Research
CAS	-Current Awareness Service
CO	-Computer Operator
DD	-Deputy Director
DEO	-Data Entry Operator
E-baray	-E-Book Library
GB	-Governing Board
ICT	-Information & Communication Technology
JBO	-Junior Bibliographic Officer
J-gate	-Journal Gateway
JPO	-Junior Photographic Officer
JRO	-Junior Reprographic Officer
MOFA	-Ministry of Foreign Affairs
NFP	-National Focal Point
NISCAIR	-The National Institute of Science Communication and Information Resources
PO	-Personal Officer
PRO	-Public Relation Officer
PSO	-Principal Scientific Officer
S&T	-Science & Technology
SDC	-SAARC Documentation Centre
SO	-Science Officer
SRO	-Senior Reprographic Officer