



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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ACTIVITY REPORT

ACADEMIC SESSION	2017-2018	
ORGANIZER	Bhiwapur Mahavidyalaya, Bhiwapur	
NAME OF THE ACTIVITY WITH TITLE	Annual Report of 'Library and Information Centre'	
DATE OF ACTIVITY	The whole Academic Year	
MODE OF ACTIVITY	Offline	
ORGANIZING COMMITTEE	LIBRARY AND INFORMATION CENTRE	
PROGRAMME COORDINATOR	Asst. Prof. Dr. Rajasree O.P.	
COMMITTEE MEMBERS	Asst. Prof. Dr. Rajasree O.P.	Member Secretary
	Asst. Prof. Dr. Motiraj Chavhan	Member
	Asst. Prof. Dr. Mangesh Kadu	Member
NUMBER OF STUDENTS/ BENEFICIARIES	Entire Students and Staff of the College	



BRIEF REPORT

The Library and Information Centre is situated in the Administrative Building of the College. The Central Library is well-equipped with different types of Reference Books, Text Books, Journals, Periodicals, Magazines, E-books, Old Question Papers, Internet facility, Regional and National Newspapers, Minor Research Projects and Major Research Projects.

The College has constituted a Library Committee, which comprises of members from teaching, non-teaching staff, and students' representatives. The Committee holds its meetings as per the Academic Calendar of the Institution. Every year, the Central Library prepares its Annual Budget and gets it approved from the College Development Committee (C.D.C.). According to the Department-wise budgetary provisions, on submission of the Demand List of Books as per the University's revised syllabus from the Heads of various Departments, the Librarian places purchase order to the vender after getting approval from the Principal. Towards the end of each Semester, students are required to obtain 'No Dues Certificates' from the Library, to collect their Hall Tickets from the College for appearing in the University Examinations. For promoting reading habits of students and teachers, 'Library Orientation Programme' is



organized every year. The Central Library maintains the visit record of all its stakeholders by obtaining their signatures on the Register. Post Graduate students are allowed to visit the Stack Room and choose books of their choice.

Students are issued books as per the norms set by the 'Library Committee'. Once a book is issued; the student can keep it for seven days. Upon submission of the book in the Library, the student can avail the book for another term of seven days. If the student fails to submit the book in the library within the due date, the student has to remit late fee as per the rules of the Central Library.

Subscription of Journals

The Heads of various Departments, in consultation with other faculties of the respective Departments, recommend the titles of Journals for subscription in the Central Library. Upon receipt of recommendations, the Librarian procured the Proforma Invoice via email. After consultation and financial sanction from the Principal, the Proforma invoice was forwarded to the Account Section for subsequent action. Upon receipt of the Journals, its content pages were sent to the respective Faculties for information. They were encouraged to visit the Library regularly and avail the maximum benefits of the Journals subscribed. During the



Academic Session 2017-2018, the 'Central Library' subscribed 13 Journals of International Repute. In addition to this, the 'Central Library' subscribed 7 News Papers, one Rozgar Samachar and one Employment News.

N-LIST MEMBERSHIP

N-list Membership facility is renewed regularly for the users in the Library by following all the procedures. Membership details are uploaded in the N-list Website and password is given to every staff member for further use.

BOOK BANK SCHEME

The Central Library has a mechanism to issue books to students under its flagship Book Bank Scheme for one Semester or for the whole Academic Year. Accordingly, the Central Library issued books to the needy students as per its set norms. Whoever is interested to obtain books under the Book Bank Scheme, is required to remit the cost of the Book in the Central Library. Upon submission of the Book, the amount deposited thereon, is given back after deducting only 10% of the total cost of the Book. Many students availed this facility of the Central Library.



REPROGRAHY FACILITY

Reprography Facility is made available in the Central Library. The Library charges only Rs.1 per copy, which is less as compared to professional venders in the market.

UGC NET WORK RESOURCE CENTRE

Seven Internet-enabled Computers are made available for the students in the UGC Net Work Resource Centre. This facility is introduced for enhancing Computer Literacy among students.

Activities conducted through the 'Library and Information Centre':-

Library Orientation Programme

The Library and Information Centre of Bhiwapur Mahavidyalaya, under the auspices of its IQAC Chapter, organized "Library Orientation Programme" on 1st February, 2018. The programme was organized in the Indoor stadium of the College. Asst. Prof. Dr. (Mrs.) Manju N. Dubey, Librarian, R.S. Mundle College of Arts and Commerce, Nagpur graced the occasion as the Chief Guest of the Programme. Dr. Jobi George, the Principal of the Institution, presided over the function. Associate Prof. Dr. Sunil Shinde, Asst. Prof. Dr. Mangesh Kadu, Asst. Prof. Dr. Motiraj Chavhan and Asst. Prof. Mrs. Rajasree O.P.,



Librarian, Library and Information Centre, were prominently present on the Dias.

The programme commenced with lighting of Traditional Lamp by the Chief Guest Asst. Prof. Dr. Manju N. Dubey along with other luminaries. In her Introductory Speech Asst. Prof. Mrs. Rajasree O.P. shared the concept and outline of Orientation Programme. She emphasized that in the era of Information Communication Technology, the five laws of Dr. Ranganathan, the Father of Library Science, are still relevant in Library Management.

Asst. Prof. Dr. Manju N. Dubey, in her speech, explained the role of NLIST and various on-line databases and their applications. She stressed on inculcating reading habits among students.

Dr. Jobi George spoke about the future Development Plans of the Library. He emphasized on the importance of NLIST and OPAC facilities available in the Central Library and advised the students and Faculties to put more effort for maximum utilization of these Resources.

The Inaugural Session was conducted by Asst. Prof. Dr. (Mrs.) Anita Mahawadiwar, Head, Department of Commerce while Asst. Prof. Dr. Motiraj Chavhan, Member, Library



Committee, proposed the formal Vote of Thanks.

Annual Book Exhibition

The Library and Information Centre of Bhiwapur Mahavidyalaya, under the auspices of IQAC, organized a 'Book Exhibition' from 19th January, 2018 to 20th January, 2018 on the occasion of 'Annual Day Function'. The Committee always encouraged staff members to improve personal collection of new books and display the same during the Book Exhibition organized every year by the 'Library Committee'. The Exhibition was inaugurated at the hands of Dr. Anand Purohit, Principal, Bhausahab Mulak College of D. Pharmacy, Umred. The Inaugural Ceremony was graced by the Principal of the College along with all the teaching and non-teaching staff. On this occasion Dr. Purohit asserted the role of good books in shaping the life of individuals and also appealed to the gathering to acquire knowledge by cultivating reading habits. The event was also graced by Hon. Padmakarji Agrawal Saheb, Member of College Development Committee, along with renowned Social worker Mr. Dilipji. Gupta. Asst. Prof. Rajasree. O.P, the Librarian of the College, welcomed the parents, students and staff members of the College. In all 120 books from the personal collections of staff were displayed in the "Book



	<p>Exhibition”.</p> <p>Challenging Question Contest</p> <p>The ‘Library and Information Centre’ of Bhiwapur Mahavidyalaya, under the aegis of IQAC, conducted ‘Challenging Question Contest’ on 16th January, 2018. There were 50 questions based on General Knowledge having two marks each. Seventy Five aspirants participated in this Contest.</p> <p>Mr. Jagdish Janbandhu of B.A I bagged the First Prize by scoring 52 marks out of 100. Ritik Nakshine of XII Science secured the Second Prize with a score of 42 Marks out of 100. Prizes were distributed during the “Annual Day Function’ of the College.</p>
<p>PROGRAMME OBJECTIVES</p>	<ul style="list-style-type: none"> • To impress upon the students and faculties about various Library techniques, facilities, Resources and services available in the Central Library for its users. • To familiarize the users with the Resources available in the Central Library and increase awareness among students and staff to use Library Resources. • To serve the required information to the Library users within a short span of time.



- To improve the use of Information and Communication Technology (ICT) and its applications in Library.
- To educate Library users to retrieve relevant information.
- To enable the Library users to become independent and skilled in identifying, accessing and effectively using Library Resources.
- To develop reading habits among teaching staff and students.
- To motivate the staff to review and recommend new books and Journals for the Central Library and Departmental Library to strengthen its collections.
- To provide an open platform to the faculty members and students to have knowledge about newly arrived books and Journals in their subject areas/disciplines in the Central Library.
- To encourage the faculty members to procure new books to improve their reading habits.
- To encourage the faculty members to purchase books from their own resources.
- To inculcate reading culture in the society by inviting community members to visit the Book Exhibition.
- To encourage stakeholders to select, evaluate and acquire study materials from Library.



	<ul style="list-style-type: none"> • To inculcate reading habits among the stakeholders. • To provide free reading facility to all the beneficiaries. • To grow healthy readership culture among all the students and faculties. • To disseminate updated knowledge to all the students and faculties. • To monitor the activities of the Library and maintain proper upkeep of the Books and Periodicals. • To seek suggestions for conducting various programmes under the Library and Information Centre. • To review of Audited Reports of stock and other expenses. • To provide easy access to students, faculty and Alumni. • To facilitate technology up-gradation for the benefits of all its stake holders.
<p>PROGRAMME OUTCOMES</p>	<ul style="list-style-type: none"> • Impressed upon the students and faculties about various Library techniques, facilities, Resources and services available in the Central Library for the users. • Familiarized the users with the Resources available in the Central Library and increased awareness among students and faculties to use Library Resources. • Served the required information to the Library users



within a short span of time.

- Improved the use of Information and Communication Technology (ICT) and its applications in Library.
- Educated Library users to retrieve relevant information.
- Enabled the Library users to become independent and skilled in identifying, accessing and effectively using Library Resources.
- Nurtured reading habits among teaching staff and students.
- Motivated the staff to review and recommend new books for the Central Library and Departmental Library to strengthen its collections.
- Provided an open platform to the faculty members and students to have knowledge about newly arrived books in their subject areas/disciplines in the Central Library.
- Encouraged the faculty members to procure new books to improve their reading habits.
- Encouraged the faculty members to purchase new books from their own resources.
- Inculcated reading culture among people by inviting community members to visit the Book Exhibition.
- Encouraged the stakeholders to select, evaluate and acquire study materials from Library.



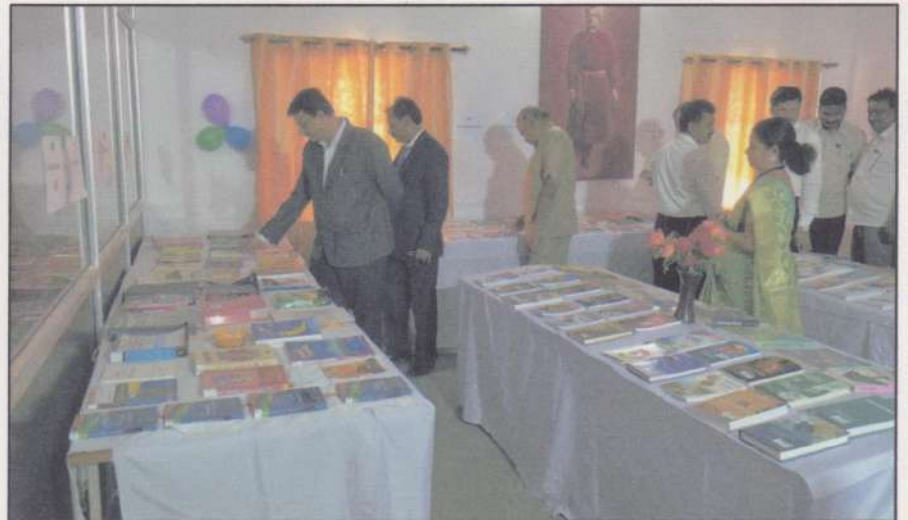
- Inculcated reading habits among stakeholders.
- Provided free reading facilities to all the beneficiaries.
- Improved healthy readership culture among all the students and faculties.
- Disseminated updated knowledge to all the students and faculties.
- Monitored the activities of the Library and maintained proper upkeep of the Books and Periodicals.
- Sought suggestions for conducting various programmes under the Library and Information Centre.
- Reviewed the Audited Reports of stock and other expenses.
- Forwarded recommendation to the Administration for the procurement of Books and Periodicals.
- Provided easy access to students, faculty and Alumni.
- Facilitated technology up-gradation for the benefits of all its stake holders.



**PHOTO GALLERY
WITH CAPTIONS**



Dr. Manju N. Dubey, Librarian, R.S. Mundle Arts and Commerce College, Nagpur was felicitated at the hands of Dr. Jobi George, the Principal of Bhiwapur Mahavidyalaya during the Library Orientation Programme.



Dignitaries visiting the Book Exhibition during the Annual Day Function.



Jobi George
Principal
Bhiwapur Mahavidyalaya,
Bhiwapur