



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S  
**BHIWAPUR MAHAVIDYALAYA**

BHIWAPUR DIST. NAGPUR- 441201

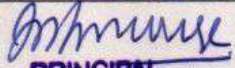
ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU  
ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR  
E-mail: bmv\_bhiwapur@yahoo.com; bgm.college1990@gmail.com Website: <https://www.bmb.ac.in>  
Tel: 07106-232349

ANNUAL REPORT

ACADEMIC SESSION	2021-2022	
ORGANIZER	Bhiwapur Mahavidyalaya, Bhiwapur	
NAME OF THE ACTIVITY WITH TITLE	Routine Activities of the Library	
DATE OF ACTIVITY	The whole year	
MODE OF ACTIVITY (ONLINE/OFFLINE) (IF ONLINE, GIVE WEBLINK)	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	736	
BRIEF REPORT	The Library and Information Centre is situated in the Administrative Building of our Institution. Resources like Reference Books, Text Books, Circulation Books, and Project Reports, and Bibliographies, Books on Competitive Examinations (MPS and UPSC), General Books, and	



  
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Bhiwapur, Dist. Nagpur

Engineering Books for B.Voc. Old question papers, Minor Research Projects, Major Research Projects etc...

We have constituted a Library Committee, which comprises of members from teachers, non-teaching staff, and students' representatives, and 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. According to the Department-wise budgetary provisions, upon 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 for appearing in the University's Examinations. For promoting the 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. All other issues, if any, are resolved by the Library Committee. Post Graduate students are allowed to visit the Stack Room and choose books as per their needs.

Students are issued books as per the norms. 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 Faculties for information. They were encouraged to visit the Library regularly and make the maximum benefits of the Journals subscribed. During the Academic Session 2021-2022, we subscribed 13 Journals of International Repute. In addition to this, the Central Library subscribed 3 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 further the password of each Faculty is given for further use.

### **BOOK BANK SCHEME**

The Central Library has a mechanism to issue books to students under its Book Bank Scheme for one Semester or for the whole 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 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.

### **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 the knowledge of students in Computer education.

### **Library activity.**

#### **Online Quiz Competition**

The Library and Information Centre of Bhiwapur Mahavidyalaya, Bhiwapur, under the aegis of IQAC, organized an Online Quiz Competition in collaboration with the Cluster of Thirteen Institutions (COTI) for the benefit of students. There was good response for the programme from the students and faculties. The online mode had been chosen considering the difficulties of participants in attending the event in offline mode due to COVID-19 Pandemic Protocols. Latest General Knowledge questions were chosen for the Quiz Competition. Sixty four candidates participated in this Quiz Competition,



which was organised on 22/12/2021.

**Online Workshop on “Develop your own Moodle Site”**

The Library and Information Centre of Bhiwapur Mahavidyalaya, Bhiwapur organized Three Days' Online Workshop on “Developing your own Moodle Site”, from 10/02/2022 to 12/02/2022. The Programme was co-ordinated by Asst. Prof. Dr. Rajasree.O.P, Librarian and Organizing Secretary. Dr. (Mrs.) Rekha Sharma, Associate Professor, Human Resource Development Centre, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur was the Resource Person of the programme. Dr. Jobi George, the Principal of Bhiwapur Mahavidyalaya Bhiwapur, presided over the function.

Thirty Eight faculties of different Colleges participated in this Workshop.

**PROGRAMME OBJECTIVES**

- To select, evaluate and acquire library materials.
- To maintain and preserve books, materials and resources with historical, cultural, social, economic and archival values, and other related materials in an organized collection to students and faculties for enriching their personal and professional lives.
- To inculcate reading habits among its stakeholders.
- To provide free reading facility to all the beneficiaries.
- To grow healthy readership among all the students and faculties.
- To disseminate knowledge to all the students and faculties.
- To make the students more informative and inculcate reading habits among the students of Cluster of Thirteen Institutions (COTI).
- To increase the importance of reading habits among students.
- To help them to develop their personality.
- To help the students to save time and resources.



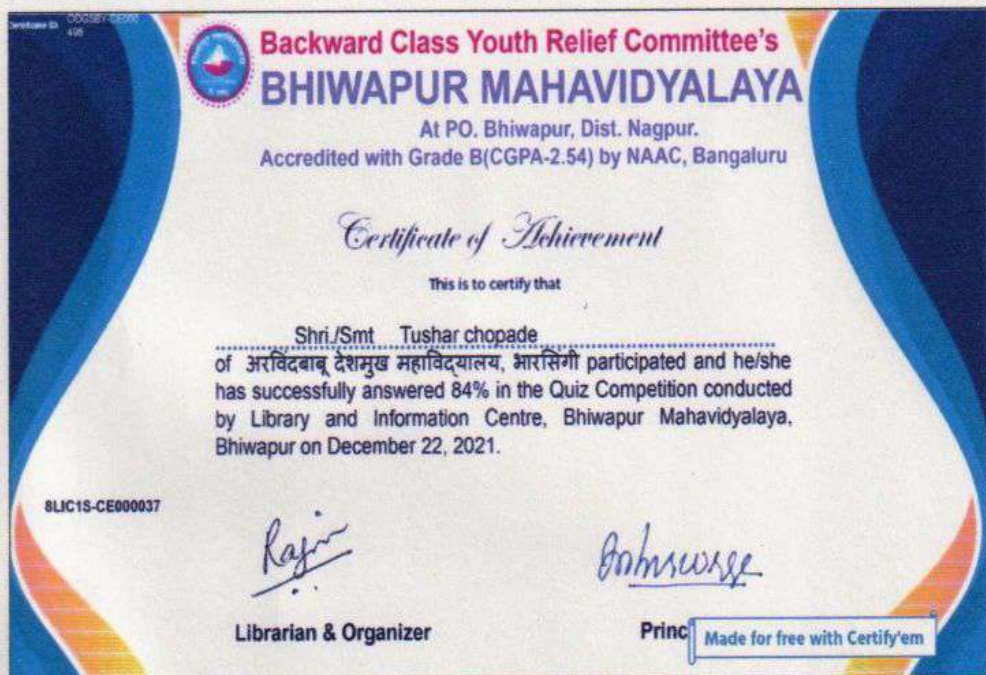
	<ul style="list-style-type: none"> <li>• Moodle delivers a powerful set of learner-centric tools and collaborative learning environments that empower both teaching and learning.</li> <li>• Moodle is trusted by Institutions and organisations world-wide.</li> <li>• A simple interface, drag-and-drop features, along with on-going usability improvements make Moodle easy to learn and use.</li> <li>• Moodle's multilingual capabilities ensure that there are no linguistic limitations to learning online.</li> <li>• Moodle is provided freely as it is an Open Source Software, anyone can adapt, extend or modify.</li> <li>• Moodle provides the most flexible tool-set to support both blended learning and 100% online courses.</li> <li>• Moodle is web-based and so can be accessed from anywhere in the world.</li> </ul>
<p><b>PROGRAMME OUTCOMES</b></p>	<ul style="list-style-type: none"> <li>• The Library Committee monitored the activities of the Library and maintained proper upkeep of the Books and Periodicals.</li> <li>• Suggestions were made for conducting various programmes under the Library and Information Centre.</li> <li>• Review of Audited Reports of stocks was done.</li> <li>• Recommendations for procurement of Books and Periodicals were made.</li> <li>• Provided easy access to students, faculty and Alumni.</li> <li>• Technology up-gradation was done for the benefits of all its stake holders.</li> <li>• The Online Quiz Competition resulted in increasing the importance of reading habits among students.</li> <li>• It also helped them to develop their personality.</li> </ul>



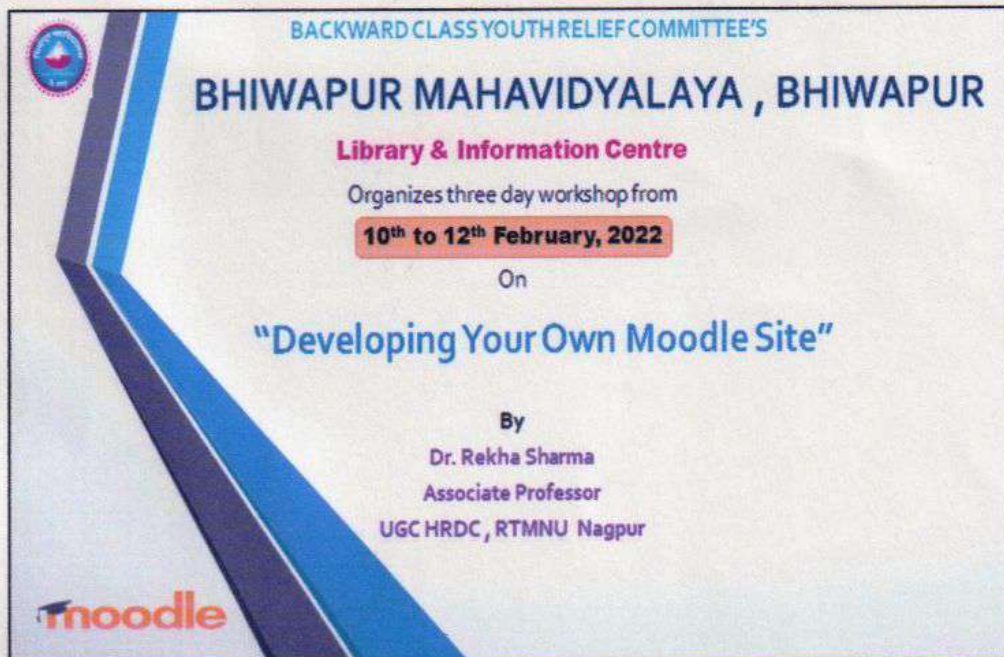
- The online mode helped the students to save time and resources.
- Faculties also found the online mode very convenient to handle.
- Faculties learned different aspects of Moodle site creation and Learning Management System.
- Teachers learned to upload resumes and photographs and other details in the Moodle site.
- Teachers learned modules like Course Management in Moodle, uploading files like word, PDF, PPT, URL in the Moodle site.
- Faculties learned to upload their own syllabus and other materials in the Moodle site.
- Faculties learned to upload assignments in the Moodle, Quiz formation through Microsoft Excel sheets using the extension of CSV (comma delimited) file.
- Moodle Platform helped Faculties of different Colleges to learn the creation and management of their own Moodle Sites.
- Enabled faculties to understand all the facets of Moodle site.
- Large and small Institutions got benefit from the Moodle site.
- Moodle Platform helped the Faculties to transform Teaching-Learning process more students' centric.
- Moodle Platform supported the Faculties to save considerable amount of time.



**PHOTO GALLERY  
WITH CAPTIONS**



**e-Certificate format of Online Quiz Competition**



**Workshop Banner**





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**Certificate**

This is to certify that **Dr. Anita Vivek Mahawadiwar, Assistant Professor, Bhiwapur Mahavidyalaya, Bhiwapur** participated in the Online Three Days' Workshop on "Developing your own Moodle Site" organized by Bhiwapur Mahavidyalaya's Library and Information Centre from 10/02/2022 to 12/02/2022, under the aegis of its IQAC Chapter.

February 15, 2022

**Dr. Mangesh Kadam**  
IQAC Coordinator

**Dr. Motiraj Chavhan**  
Member Secretary Seminar &  
Symposia

**Dr. Rajasree O.P.**  
Librarian &  
Organizing Secretary

**Dr. Jobi George**  
Principal &  
Convenor

**Workshop Certificate Format**



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