

Library Report 2012-2013

Library modernization

- During this year, the UGC Network Resource Center (UGC-NRC) was used by 640 students and faculty members. The printing facility provided along with this is also used frequently.
- The Wi-Fi facility providing free and seamless access to internet is being used by 126 teachers and many students.
- The computers, scanner, printer and photocopy machine in library were often used by teachers to prepare teaching aids and library staff helped them in using these instruments whenever required.
- Four CCTV cameras were replaced and a DVR is installed to record the CCTV footages.
- Information about library, its services and resources, along with the access to the Online Public Access Catalogue (OPAC) are uploaded on the college website.
- A new laser color printer has been installed in library for printing identity cards and certificates.

Stock of Library-

The Library's Collection is the greatest asset of the college and highly used for teaching-learning process and to support the academic and research work of students and faculty members. During the academic year 2012-13, 2361 new books costing Rs. 570106.75 were added to the previous collection of 59874 gross total number of books. These include Degree College, BMS, M.Com, BAF, B.Sc. (IT), Junior College, MCVC and book-bank books on various subjects. The newly arrived books were promptly displayed in the book showcases near the library entrance and very often issued by students. Also, one CD was added to the previous collection of CDs in the library. We have started displaying the list of the newly added books on the college website. Library subscribed to 94 journals and magazines (89 national & 5 international), out of which one journal was newly subscribed. We have also subscribed to the institutional membership of British Council Library, American Centre Library, Indian Commerce Association and Maharashtra Economic Development Council.

Use of E-journals –

E-journals databases were used by many students and teachers, the facility provided by NMIMS University library to our college library. The details of these e-journals databases were provided through printed booklets to our teachers and students. The same details were also emailed to them through their e-mail ids, so that they can use it directly by clicking on the URLs of these databases. Besides the subscribed databases EBSCO, PROQUEST, JStore, etc. the details of the free online e-journals databases like ICAST, DOAJ & Indian Journals were also provided to the students and teachers. The printed handouts were also kept at the counter, from where any student or teacher could collect it. The details about these databases and some other important websites are made available on our college website for easy access to our teachers and students.

Services to students and teachers –

Every day more than 500 students visit the library for various purposes like using the reading room, issuing books, reading journals, referring to past question papers, referencing for project work, accessing e-journals, etc. On an average, 250 books are issued daily to students and 250 students use the reading room of library for self study. With the aim of not leaving any student's referencing needs unattended, the library provides necessary assistance to the students for accessing information or document of their choice, by helping to search appropriate material for their project work on various subjects or topics. The reference material including books, journal articles, magazine articles, newspaper clippings, e-journals, internet articles, etc. are provided through the reference service throughout the year. Newspaper clippings, lists of books and journal articles are provided to the teachers, which helps them to update themselves on the related topics in their subjects. For effective reference service, the library provides subject bibliographies and index of the articles published in the journals subscribed to by the library. This is a useful tool for searching articles on a particular topic in the journals available in the library. The e-books are also provided to students and teachers through e-mail as per their requirement. Booklets of past question papers are prepared for all previous exams of all courses are made available to students. Photocopies of latest syllabi and past question papers are also provided to the teachers whenever they require. An exhibition of material on career guidance was conducted in the library on 21 and 22 December, 2012. In this exhibition, books, periodicals on career guidance, pamphlets of foreign institutions and lists of various courses related to commerce and economics were displayed for students. Many students visited this exhibition. The reading lists of books prepared for students proved very useful to them. We also get help from students to prepare

these lists according to their choice of books. Besides, the students themselves suggested a reading list. We have also displayed books near the counter for students with open access, from where they can select and immediately issue the books.

Book-Bank Scheme –

- In the book-bank scheme, 130 books were issued to 21 students from the Students' Aid Fund.

Services to Ex-students –

- During this year, the certified copies of syllabi were issued to five students going abroad for further studies.
- During this year, 127 ex-students made a good use of the comfortable and centrally air-conditioned reading room of the library for their CA and CS final examination studies.

Library Committee –

The Library Committee meetings are held on first Saturday of every month in relation to the suggestions dropped by students in the library suggestion box. The Library Committee met regularly to convey the progress of the library and seek suggestions from the committee members for improvements in library collection and services. The applications for Book Bank facility received from the students were scrutinized by the library committee.

Library Staff achievements –

Mrs. Vaishali Dawar, Librarian

1. Completed the UGC Minor Research Project on 'Children's libraries in Mumbai: a study suggesting a plan for development of children's libraries'. The project was submitted to UGC.
2. Attended a National Level Workshop on 'Managing Digital Objects and Data' organized by SVKM's NMIMS from 19th to 21st April, 2012. The resource persons for the workshop were from Indira Gandhi Institute of Development Research (IGIDR) and Tata Consultancy Services (TCS).

3. Attended Special Summer School 2012 conducted by the Academic Staff College, Mumbai, from 23rd July to 11th August 2012 at Gogate- Joglekar College, Ratnagiri.

4. Attended a workshop on 'Academic Performance Indicators' on 29th October 2012 at J.M. Patel College of Commerce, Mumbai.

5. Presented a paper in a two-day UGC sponsored National Conference on "Changing paradigm of academic libraries in the E-environment" held on 7th & 8th January, 2013 at Seva Sadan's College of Education, Ulhasnagar, Thane. The title of the paper was "Online Reference Service".

6. A paper titled "**Spirituality at work and sustainable well-being: A Comparative study of three spiritual leaders**" jointly written by Mrs. Vaishali Dawar & Mrs. Geeta Desai was presented in **Two-Day International Conference on "Spirituality at Workplace" on 21st February and 22nd February, 2013 at SVKM's Usha Pravin Gandhi College of Management.**

Mrs. Rutuja Salvi was promoted from the post of Library Attendant to Junior Library clerk on 20th June, 2012.

Mrs. Sarika Patil completed one year Bachelor of Library Science course conducted by YCMOU.

The accomplishments made by the library during the year would not have been possible without talented and dedicated library staff that performed their duties with honesty and enthusiasm.