**About Library :**

This Library established in 1993-94, with the establishment of Mangaon Shikshan Prsarak Mandal's Mangaon Senior College ( Arts, Science, Commerce, I. T. & Management) Mangaon-Raigad. Initially the library was located in the small room in the Old building with no space for various sections. It was later on shifted to a separate New building with spacious reading rooms ( Staff & Student) , Stack room, Periodical/ Journal Section, E-Library, Issue Counter , etc. The new building is located First Floor of college buildings and easily accessible by various departments. The new building of the library is spread over an area of 243.49 Sq. M. The Library has a good collection on diverse areas of knowledge such as Languages and Literature, Sciences, Commerce I. T. and Management etc. Library are administered by the Librarian, Miss. Sangita Gangaram Utekar with the assistance of a Library Attendant with the help of a Library Advisory Committee.

Our library is continuously serves for the students, teaching and non-teaching staff of the college with following mission, vision and objectives

**Objectives:**

* To build collection complementary to competitive exams to provide a competitive edge to students
* To provide innovative services to the users to help them to achieve their academic goals
* To adopt new technologies to improve the library services
* To provide more and more access to the e-resources through the Internet
* To participate in resource sharing (Library Consortium) programme to enrich the collection of the library

**Library Department Profile / Staff Report**

**Information About Library Staff**

**Librarian**

**Name: Asst. Prof. Sangita Gangaram Utekar**

**Qulification: M.A., M. Lib. & I. Sc., M. Phil., Doing PHD**

**DOB: 04/07/1978**

**Joining Date: 10/08/2009**

**Email: sangitagutekar@gmail.com**

**Library Attendance**

**Name: Mrs. Kalpana Tathare**

**Qulification: M. A., M. Lib. & I. Sc.**

**DOB: 03/05/1979**

**Joining Date: 24/07/2013**

**Email: kalpanatathare79@gmail.com**

**Peon**

**Name: Dilip Ramchandra Bhadavkar**

**Qulification: S. Y. B,Com**

**DOB: 12/06/1968**

**Joining Date: 01/08/1995**

**Email: dilipbhadavkar12@12gmail.com**

**Peon**

**Name: Nandu Balu Jadhav**

**Qulification: B. A.**

**Joining Date : 01/09/1999**

**Email: jknandu79@gmail.com**

**Librarian Profile**

**Librarian**

**Name: Asst. Prof. Sangita Gangaram Utekar**

**Qulification: M.A., M. Lib. & I. Sc., M. Phil., Doing PHD**

**DOB: 04/07/1978**

**Joining Date: 10/08/2009**

**Email: sangitagutekar@gmail.com**

**Participation in Orientation course : 01**

**Participation in Refresher course : 03**

**Participation in Short Term course : 03**

**MRP Submitted( University of Mumbai) : 02**

**Research Paper Published : 36 (Offline )+ 3 (Online ) = 39**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Offline**  **Research Paper** | | **Online**  **Research Paper** | | **Total**  **Research Paper** |
| **International** | **14** | **International** | **03** | **17** |
| **National** | **21** | **National** |  | **21** |
| **State** | **01** | **State** |  | **01** |

**Participation in Seminar / Conference & Workshop/ Training Course :40 (Offline)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **International Level** | **National Level** | **State Level** | **University Level** | **District Level** | **College Level** | **Other** | **Total** |
| **Seminars** | 01 | 08 | 01 |  |  |  |  | 10 |
| **Conferences** | 04 | 06 |  |  |  |  |  | 10 |
| **Workshop** | 01 | 12 | 01 |  | 01 | 01 | 03 | 19 |
| **Training Course** |  |  |  | 01 |  |  |  | 01 |

**Participation in Seminar / Conference / Workshop /FDP / ICT Course / Quiz (Online )**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Online** | **International Level** | **National Level** | **State Level** | **University Level** | **District Level** | **College/Regional Level** | **Total** |
| **Webinar (Seminars &**  **Conferences)** | 08 | 30 | 01 | 06 | 00 | 11 | **58** |
| **Workshop** |  |  | 03 |  |  | 02 | **05** |
| **FDP** |  | | | | | | **02** |
| **ICT Course** |  | | | | | | **01** |
| **Quiz** |  | | | | | | **59** |
| **Library Quiz**  **&**  **Other Quiz** |  |  |  |  |  |  | 51  &  08 |
|  |  |  |  |  |  |

**Innovative Practices:**

* **22/1/2010**

Deliver lecture to T.Y.B.A. StudentHistory Paper No. 6 At VasantaroaNaik College Mhasala.

* **24/1/2011**

Deliver lecture to T.Y.B.A. Student History Paper No. 6 At VasantaroaNaikCollege Mhasala

* **27th April 2011**

Worked as external examiner in B.Lib Practical examination held at V.R.MethaSarvajanikTalukaVachanalaya and GhranthalayaGoregaon-Raigad.

* **2010-11**

Worked as **Sub Editor “ManokMoti”** Annual College Publication Magazine.

* **16/2/2012**

**Worked as Incharge**Educational tour” Bhimashankar”Organized by Ashokdada Sable Agricultural College Mangaon- Raigad.

* **13rd & 14th Feb 2014**

Worked as a Instructor of Providing Guideline of “How to Manage the Library” at Ashokdada Sable VidyalayaMangaon Junior College Mangaon-Raigad.

* **23rd March 2014Work as a Convener : Organized National Conference**

**“National Conference** on Research Streams in Library & Information Science” Jointly organized by D. G. Tatkare Mahavidyalay Mangaon-Raigad & Indian Steams of Research Journal. Total **51 Research paper Published i**n this conference.

* **2013-14**

**Appointed to the Editorial Advisory Board Member** for e-Library Science Research Journal is Associated and Indexed by DOAJ, EBSCO, CAPES, Directory of Research Journal Indexing. Indian Streams Research Journal.

* **26th &28th April 2014**

Worked as senior supervisor for MTS examination at. V.H. Paranjape VidyaMandir, Mahad.

* **5th Sep. 2014**

College Best Teacher Award 2013-14.

* **25th& 26th March 2015**

Worked as the **Reporter of Technical Session- I National level Seminar** on “Automation of Academic Libraries: Problem and Solutions” organized by Shri Swami VivekanandShikshanSansth’s Arts and Commerce college, Kadepur Tal. Kadegaon Dist. Sangali.

* **10th Dec. 2016 Work as a Convener :**

**International Conference** “Challenges and Opportunities in Library and Information Science and Academic Libraries”.Total 100 Research paper Published in this conference.

* **11 Jan 2017**

Work as a **Guest Lecturer** N.S.S. Camp At. Kokan Education Society’s Laximi-ShaliniArt’s , Commerce & Science Women’s College, Pezari-Raigad.

* **27th& 28th Dec 2017**

Work as Senior Supervisor/ Joint Chief Conductor For Examination Held by University of Mumbai in this college during second half of 2017.

* **2017-18**

महाविद्यालय माणिकमोती वार्षिकअंक **संपादक** म्हणून काम केला.

* **26th June 2018**

“लोकराजाराजश्रीशाहू”या पुस्तकाच्या संपादकीय मंडळात सदस्य म्हणून काम केले आहे.ISBN NO. 978-93-5240-161-1

* **2nd Jan 2019**

Work as“ Member of Management Selection Committee for local appointment of faculties” At. Anjuman Islam Janjira Degree College of Science JanjiraMurud, Dist. Raigad.

* **12 Jan. 2019**

College Best Teacher Award 2017-18.

* **9 July 2019**

Worked As Member of Management Selection Committee for local Appointment of Faculties At. Anjuman Islam Janjira Degree College of Science, Janjira Murud-Raigad. (Affiliated to University of Mumbai) Working The College Administrative Committee's In-charge ship and Membership of Various Department in our College.

* **Organized Covid-19 Awareness Programme 2020**

Covid-19 Awareness Questioner Google Form Total 1300 Participated Followed Guidelines to stay at home.

* **March 2020 To May 2021**

Helped in Providing Online Study Material, Uploaded Various Links Send to WhatsApp Group for Student and Staff. Attended Various Webinar and Workshop, Completed Awareness Programme, Predicated in Quiz. Provided Information to staff and student on Covid 19 and Share N. List book and Journal link, how to use N. List, PDF File, Course on OER Completed, FDP, Workshop and Quiz.

* **Guide Tow M. Lib Student (YCMMU, Nasik) : 2020-21**

**Library Department Rules Regulations & Schedule**

**Library Hours / Schedule :**

* **On working Days :  9.00 a.m. to 5.00 p.m.**
* **During Exams.     :   7.30 a.m.. to 6.00 p.m.**

**Library Timing : 9:00 A.M. To 5:00 P.M.**

**Reading Room Timing : 9:00 A.M. To 5:00 P.M.**

**Book Circulation Timing : 10:00 A.M. To 5:00 P.M.**

**Lunch Timing : 1:00 P.M. To 1:30 P.M.**

**Library Timing for Book Issuing & Book Returns for Staff & Student**

**Monday To Saturday**

**10:00 A. M. To 1:00 P. M. & 1:30P. M. To 4: 00 P. M**.

**Library Rules**

|  |  |  |
| --- | --- | --- |
| **Class** | **Text Book Issue in One Week** | **Per Day Late Fine Rs.** |
| **F.Y. & S. Y.** | **2** | **1** |
| **T.Y.** | **3** | **1** |
| **M.A., M.Sc., M. Sc. I.T.** | **3** | **1** |
| **XI & XII** | **2** | **1** |

**A Brief introduction..**

**LIBRARY**

**(Knowledge Resource Centre)**

|  |  |  |
| --- | --- | --- |
| 1 | Established Year | 1993-94 |
| 2 | Total Library Area | 243.49 Sq. M. |
| 3 | Area of Student Reading Room | 243.49 Sq. M. |
| 4 | Area of Teachers Reading Room | 13.18 Sq. M |
| 5 | Stack Area | 70.73 Sq. M. |
| 6 | Courses | F.Y. /S.Y. /T.Y.B.A.  F.Y. /S.Y. /T.Y. B.Sc.  F.Y. /S.Y. /T.Y. B.Sc. I.T.  F.Y. /S.Y. /T.Y.B. Com.  F.Y. /S.Y. /T.Y.B.M.S.  M.A. I & II ( Marathi, Hindi, History)  M.Sc. I & II ( Chemistry)  M. Sc. .T. I & II  XI & XII Com  XI & XII Science |
| 7 | Librarian | Sangita Gangaram. Utekar  M. A. ,M. Lib. & I. Sc., M. Phil., Doing PHD. |
| 8 | Library Automation | Automated with e-granthalaya |
| 9 | Classification | D.D.C. |
| 10 | Catalogue | OPAC |
| 11 | Working Hours | 9.00a.m. to 5.00p.m. |
| 12 | Working Hours ( Before & After Examination Days) | 7.30 a.m. to 6.00 p.m. |
| 13 | Total No. Of  Books | 16090 ( Text 9254 & Ref. 6836) |
| 14 | Total No. of  Magazines | 12 |
| 15 | Total No. of  Journals | 13 |
| 16 | Total No. of  News Papers | 08 |
| 17 | Total No. of  CD’s | 237 |
| 18 | Encyclopedia | 86 |
| 19 | E-journals | 65000 |
| 20 | E-book | 3135000+ |
| 21 | Total No. of computers | 13 |
| 22 | Infrastructure | Stack-  44  Barcode Scanner -1  CCTV Camera  -1  Printer  -1 UPS  -4  News Paper Table  -2  Telephone  -1  Internet Connection –  BSNL 100 Mbps  Reading Table  -  27  Magazine Display Rack  -5  Notice Board – 4  Chairs – 121  Cupboard  - 2 |
| 23 | Library Committee | Principal-Inchaege, , Librarian- Secretary, HOD-Teacher’s as a Member & Students Representative |
| 24 | M.O.U. | 1. D.G. Tatkare Arts & Commerce College, Tala- Raigad  2. J. B. Sawant Education Society's Tikambhai Metha Commerce College Mangaon-Raigad.  3. Mangaon Talika Education Society's Doshi Vakil Arts and GCUB Science and Commerce College Goregaon, Goregaon-Raigad. |
| 25 | Database | N-LIST ( Online Database of National Library & Information Services for Scholarly Content) |
| 26 | Total Seating Capacity | 120 |
| 27 | Library Management Software | e-Granthalaya |
| 28 | College Website | http://www.mangaonseniorcollege.com |
| 29 | N-List Website | http://nlist.inflibnet.ac.in |
| 30 | No. of  Braille Books | 33 |
| 31 | No. of  Braille Magazine | 127 |

* **Automation**          : With Library Software **(E-Granthalaya)**

**Library Holding**

* **Total collection**        : 16090
* Textbooks                                      : 9254
* Reference Books                           : 6836

**Total         : 16090**

* Academic Journals                       :13
* Popular Periodicals                   : 12
* Newspapers                                     : 8
* E-resources (NLIST & other) : E-Books: 135000+E-Journals : 6000
* CDs                                                 : 237
* PDF File               : 430
* Bond Vol. :238
* Encyclopedia : 86
* Project ( I.T. & B.M.S.) : 193

**Total Users : 1241 ( Junior=227, UG & PG =968 ) (Year 2020-21)**

**Teaching Staff : 33**

**Non Teaching Staff : 13**

**Students : 1195**

**Library Rules & Regulation**

* User must be registered in the library.
* Student can avail 1, 2, & 3 books for one week.
* The Book will be issued only for seven days.
* Book should be renew after one week.
* Use of Mobile is strictly prohibited in the library.
* Complete silence and strict discipline must be maintain in reading room.
* Any attempt to damage books or periodicals by tearing the pages or writing something will be treated as misconduct and strictly dealt with that matter.
* If any book lost from user then double cost of that book will be charge.
* Eating, drinking, chewing or smoking is prohibited in the library.
* The library is not responsible for the patron’s personal property.
* Computers are to be used for study & research purposes and any viewing of pornographic material is forbidden.

**Library Services & Amenities**

**Library Automation**

 e-Granthlaya software of National Information Center, Delhi is used as a Library Management Software. Barcode   enabled borrow card has been given to all user of the library. It saves book issue / return time of the user.

**OPAC**

Library used e-Granthalaya software for Automation. It has Facility of OPAC ( Online Public Access Catalogue ). One computer terminal is provided in the library for OPAC services. User can search books availability & details of books in the library.

**Interlibrary Loan (ILL)**

Library made MOU with D.G.Tatkare Arts & Commerce College, Shri Manohar Keshav Randive Libray Tala for sharing of their collections through Interlibrary Loan Scheme.

**Book Exhibition**

Arrange  Book exhibition  Programme for student.

**Reprography**

Reprography facility is given to students on nominal charges. One Xerox Machine & Printer in library are made available for it.

**Manuscript**

Students last year answer books & good Project report, teachers notes & their articles are valuable asset of college. Hence these are kept under manuscript section of the library.

**Career News**

Informative articles regarding interview procedure & techniques, various vocational courses & employment news are displayed under career forum.

**New Arrivals**

List of new books arrived in the library is displayed on notice board.

Sometimes new book front rapper is displayed.

**Word Of the Day**

To make familiar with one English & Hindi word every day, one word in English & Hindi with their meaning in English & Hindi is displayed everyday on Library Notice Board.

**Bibliography**

Bibliography of Publisher, subject wise bibliography & bibliography of Braille books are compiled to know information of books available in the market.

**User Orientation / awareness program**

User orientation & awareness program is initiated for new user to know about use of OPAC, How to use N-LIST & classification of books in the library.

**News Paper**

Daily news papers are displayed on two news paper Table, one kept in the library staff reading room & another in the students reading room.

**New Paper Clipping**

News paper Clipping project on subject news, general knowledge, speaking tree, informative articles are compiled for reference to students.

**Braille Books**

Braille Books on fiction, poem, story & Oxford English Hindi Dictionary, High School English grammar, Hindi Dictionary are kept for blind students. These books are made available to blind people in Mangaon Taluka.

**N-LIST**

College is a member of N-LIST ( Online Database of National Library & Information Services for Scholarly Content ) online database of INFLIBNET. User ID & Password are Provided to student & staff by INFLIBNET. Five Computer terminal with internet facility is given by the library for accessing online resources.

**Open Access**

Open access system is implemented in the library. students are search in their book directly from stack.

**Suggestion Box**

Suggestion Box is provided in the library for students to put their suggestion for improvement in the library services.

**Library Advisory Committee**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Name of Member | Designation |
| 1 | Dr. B. M Khamkar | Inchoate |
| 2 | Dr. T. S Lokhande | Member |
| 3 | Dr. R. M. Achyarya | Member |
| 4 | Dr. B. K. Singare | Member |
| 5 | Assot. Prof. J. R. Pandye | Member |
| 6 | Asst. Prof. Sandesh Gavade | Member |
| 7 | Asst. Prof. Safa Thange | Member |
| 8 | Asst. Prof. Meharin Dawre | Member |
| 9 | Asst. Prof. Amarin Adkar | Member |
| 10 | Asst. Prof. Bhanuprasad Vishwkarma | Member |
| 11 | Asst. Prof. Tamseel Shahajahan | Member |
| 12 | Asst. Prof. S. G. Utekar | Secretary |
| 13 | Atharv Tolkar T.Y.B.A. | Member (Student Representative ) |
| 14 | Sayali Jadhav T.Y B.SC. | Member (Student Representative ) |
| 15 | Rafa Bade S.Y.B.COM | Member (Student Representative ) |
| 16 | Kirti Kapadi S.Y.B.SC.I.T. | Member (Student Representative ) |
| 15 | Nidhi Jain T.Y.B.M.S. | Member (Student Representative ) |

**List of News Paper**

|  |  |
| --- | --- |
| 1 | The Times Of India |
| 2 | पुढारी |
| 3 | महाराष्ट्र टाईम्स |
| 4 | लोकसत्ता |
| 5 | लोकमत |
| 6 | नव भारत टाईम्स |
| 7 | रायगड टाईम्स |
| 8 | सागर |

**List of Magazine**

|  |  |
| --- | --- |
| 1 | Yojana |
| 2 | Miluni Sarya Jani |
| 3 | Kavita Rati |
| 4 | Hans |
| 5 | Sahity Amrut |
| 6 | Alochana |
| 7 | Down To Earth |
| 8 | University News |
| 9 | Spardha Pariksha Study Circle |
| 10 | Competition Friend |
| 11 | Lokprabha |
| 12 | Compatation Success Review |

**List of Journals**

|  |  |  |
| --- | --- | --- |
| 1 | Prabudha Bharat | Arts |
| 2 | Akshargatha | Arts |
| 3 | Parivartanacha watsaru | Arts |
| 4 | Atharvsanvad | Arts |
| 5 | Current Science | Science |
| 6 | Journal of Applied Chemistry | Science |
| 7 | Science Reporter | Science |
| 8 | Fronting | Commerce |
| 9 | Vyapari Mitry | Commerce |
| 10 | Jml if Advances in Computational Science and Information Technology | I. T. |
| 11 | International Research Journal of Engineering IT and Science Research | I. T. |
| 12 | Management Accountant | B. M. S. |
| 13 | IUP Journal of Marketing Management | B. M. S. |

**List of Library Registers / File**

|  |  |
| --- | --- |
| **Sr. No.** | **Registers / File** |
| 1 | Book Accession Register No. 1,2,3, & 4 |
| 2 | Donate Book Accession Register |
| 3 | Specimen Book Accession Register |
| 4 | Weeding Out Register |
| 5 | Book, Journals & Magazine Purchase File |
| 6 | Student IN / OUT Register |
| 7 | Faculty IN / OUT Register |
| 8 | N-LIST File |
| 9 | Letters IN /OUT File |
| 10 | Notice Book |
| 11 | Library Committee Report Register |