



Zeal Education Society's

**Zeal Institute of Business Administration, Computer Application & Research**

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(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and

Affiliated to Savitribai Phule Pune University)

# REPORT

## Students Library Orientation Programme

### Library A to Z

Date: 30/08/2016

Time: 12:15 pm - 1:30 pm

**Report Prepared By:**

Mr. Bhaskar Lendave, Librarian

Verified By

Prof. Madhavi Shamkuwar, Assistant Professor, MCA

## **1. EVENT DETAILS**

<b>Event Type</b>	: Orientation Programme
<b>Description</b>	: Training session for Students
<b>Speaker</b>	: Mr. Bhaskar Lendave
<b>Venue</b>	: Library-ZIBACAR
<b>Date &amp;Duration</b>	: 30/08/2016 12:15 pm - 1:30 pm

## **2. CONCEPTION OF THE PROGRAMME**

The library of an academic institute is like the blood vessel. It supplies the knowledge to the students & faculty members. The library stocks books, periodicals and has access to e-resources. The library too needs up keeping & maintenance. It the users of the library follow certain values and procedures it becomes easy for all the stakeholders to have convince. The ZIBACAR library too has set procedures and values which the users are expected to follow. To orient the newly inducted students a library orientation program was conducted.

## **3. OBJECTIVE**

1. To make admitted students aware of various library functions for the ease of access.
2. To increase the interaction between Academic Librarian and students.
3. To inculcate the reading habits among students.
4. To increase the book circulation number.

## **4. RESOURCE PERSON**

-NIL-

## **5. PREPARATION OF THE EVENT**

Preparation of Students Library Orientation had started seven days before and an approval for the same was sought in advance. The notice for MBA and MCA students was circular among the students.

## 6. ITERNARY

Sr. No.	Time	Programme Activity
1.	12.15 pm - 12:25 pm	Session on Library Offline transactions
2.	12:26 pm - 12:35 pm	Session on Library Online transactions
3.	12:36 pm - 12:45 pm	General Guidelines
4.	12:46 pm - 12:50 pm	Library Policy, Goals
5.	12:51 pm - 01:30 pm	All Library Sections Information & Visit

## 7. EXECUTIVE SUMMARY

Newly admitted students of Zeal Institute of Business Administration, Computer Application and Research arrived at 11:30 am to the Library where they registered. The program begun at 12:15 pm, Mr. Bhaskar Lendave, Librarian-ZIBACAR introduced the Orientation programme Library A to Z to students describing significance of the Library, library transactions, Open access system, Library software OPAC, Online databases, Learning resources to the students. He further explained the Do's and Don'ts of the library, the Library policy, Long term and short term goals were explained to the students.

In session Library A to Z, following transactions were explained in detail:

- Reading materials and function regarding them such as issue, return, fine, renew of books, magazines, newspapers, periodicals, CDs
- Given presentation regarding how to use EBSCO, J-Gate & IEEE E-Journals. Also explained about availability of NPTEL videos materials & Question papers.
- Use of Book bank facility
- Free access to reference resources, including online subscription services
- The use of reading resources to for study, solving assignment, research paper in extensive range of subjects, genres and experiences
- Free access to computers and the internet during Lunch or after lecture time
- Support for research using online resources
- Spaces for community activities and development
- Use and Significance of I-card
- Renewal of Membership

The Orientation Programme was finally concluded with a Vote of Thanks by Mr. Gitesh Patkar 1<sup>st</sup> year MCA Student.

## **8. ECONOMIC IMPACT**

The session was free of costs for the participating Students members.

## **9. CONTRIBUTION OF THE MANAGEMENT**

Management was delighted to know about conduct of such Orientation session, they suggested such programme should occur one in a semester.

## **10. IMPACT OF THE WORKSHOP**

The students actively participated in the orientation programme and were aware regarding use library for solving case study, writing assignment, research etc.

## **11. PHOTOGRAPHS**

The Students Orientation programme was captured well with the help of photographs.



Snapshot 1: Mr. Bhaskar Lendave explaining various Library facilities



Snapshot 2: Mr. Bhaskar Lendave explaining various Library facilities



Snapshot 3: Students getting information of various books and reading material



Snapshot 4: Students getting information of various books and reading material



Snapshot 5: Mr. Bhaskar Lendave giving instructions for using library facilities





Snapshot 6: Mr. Bhaskar Lendave explaining rules and regulations of library usage



Snapshot 7: Mr. Bhaskar Lendave explaining rules and regulations of library usage



Snapshot 8: Mr. Bhaskar Lendave explaining various Library facilities