



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: 28/08/2018

Time: 10:00 am - 01:15 pm

Report Prepared By:

Mr. Bhaskar Lendave, Librarian

Verified By:

Prof. Madhavi Shamkuwar, Assistant Professor, MCA

1. EVENT DETAILS

Event Type	: Orientation Programme
Description	: Training session for Students
Speaker	: Mr. Bhaskar Lendave
Venue	: Library-ZIBACAR
Date &Duration	: 28/08/2018 10:00am - 01:15pm

2. CONCEPTION OF THE PROGRAMME

With the advent of the digital age, the students prefer use to digital libraries and online reading material. As a result, the students can learn, explore and disseminate knowledge among their peers due to low costs and students fascination towards using online material. But, many online materials are not up to the syllabus expectation, sub-standard quality and lack the essence of true knowledge. So, to inculcate the reading habits among newly admitted students, it is very much essential that the students should be aware of various library functions performed and their general guidelines.

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 was sought in advance. The notice for MBA and MCA students was circular among the students.

6. ITERNARY

Sr. No.	Time	Programme Activity
1.	10:00 am – 10.20 am	Introduction, Library Policy, Vision & Mission
2.	10.20 am - 11:40 am	Session on Library offline transactions & facilities
3.	11:40 am – 12.00 pm	Session on Library e-resources & online facilities
4.	12:00 pm - 12:15 pm	General Guidelines
5.	12:15 pm – 1.15 pm	All Library Sections Information & Visit

7. EXECUTIVE SUMMARY

Newly admitted students of Zeal Institute of Business Administration, Computer Application and Research arrived at 10:00 am to the Library where they registered. The program begun at 10:00 am where 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 Web OPAC, Online databases, Learning resources to the students. He further explained the Do's and Don'ts to the students. Also, the Library policy, Long term and short term goals and policy were explained.

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 (Barcode & QR Code)
- Renewal of Membership

The Orientation Programme was finally concluded with a Vote of Thanks by Mr. Ganesh Selukar.

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: Faculty and Students at Orientation program



Snapshot 2: Dr. Amod Markale, Director explaining to the students the use of e-resources



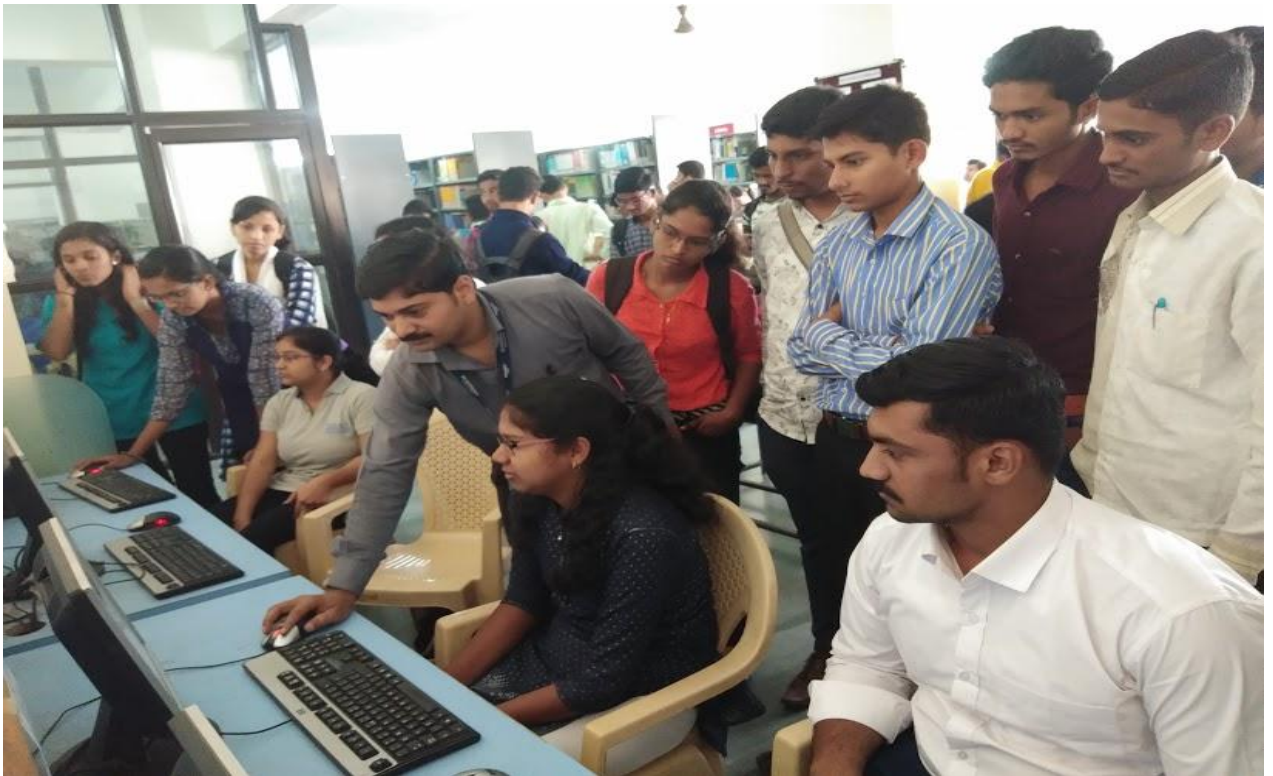
Snapshot 3: Students getting information of various journals and reading material



Snapshot 4 &5: Students getting information of Reading Hall facility



Snapshot 6: Mr. Bhaskar Lendave explaining various Library services



Snapshot 7: Mr. Bhaskar Lendave explaining various Library E-resources



Snapshot 8: Mr. Bhaskar Lendave explaining various Library facilities



Snapshot 9: Mr. Bhaskar Lendave explaining book bank facilities



Snapshot 10: Mr. Bhaskar Lendave explaining library facilities



Snapshot 11: Mr. Bhaskar Lendave explaining the Library Automation System & use of I card & barcode scanner



Snapshot 12: Mr. Bhaskar Lendave explaining the Question Paper facility



Snapshot 13: Students viewing the various books in the library