

## Criterion IV: Infrastructure & Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 - What is the Policy of Institution for creation and enhancement of Infrastructure that facilitate effective teaching and learning?

The Institute has given highest priority to effective teaching and learning process. It constantly endeavors to create and enhance its infrastructure as per emerging needs and requirements. It augments adequate infrastructure from its internal resources and financial assistance from state Government and UGC. For this purpose institute constituted the 'Board of Purchases and Renovation' which frames the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning.

#### 4.1.2 - Detail the Facilities available for

**a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, Specialized facilities and equipment for teaching, learning and research etc.**

The Institution has the following facilities for curricular and co-curricular activities:

**Physical Infrastructure:** The institute has a Principal's Office, Administrative Office, Conference Room, Skill Laboratory, sufficient number of designated class rooms for each class, Staff Rooms, Library with internet and Wi-Fi facility, Reading Room, Basement hall, Office space for field action projects, Playground, Stage facility for cultural events, Common spaces, Women's hostel, CC TV surveillance, Scanners and printers, OHP/LCD Projectors in all class rooms, Fax machine, Copier machine, etc. All the classrooms are well ventilated and provided with adequate number of tube lights, fans, furniture, lecture platforms etc. The physical infrastructure is adequate to conduct all the classes (UG and PG) simultaneously in one single shift.

**b) Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, Cultural activities, Public speaking, Communication skill development, yoga, health and hygiene etc.**

The institute has sufficient space and infrastructure for activities like NSS, field action projects, extension activities, Indoor games, conference hall, stage for cultural events, sufficient toilets for men and women, Water Purifier & cooler, Audio-visual equipment, playground, covered parking facility for students and staff etc. The premises and building of the Institute are well-maintained and clean.

#### 4.1.3 - How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of

**the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and future planned expansions if any).**

The physical infrastructure is utilized optimally. Apart from conducting all the classes simultaneously, the field action projects like Childline; Family Counseling Centre; Social Work Intervention to Promote Juvenile Justice (SWIPJJ); Saksham GFATM Round-7; Community Action for Environment (CAFÉ); School Social Work; and Research Resources Centre (RRC) etc. are also run from the premises. Library timings are extended to suit the requirements of the students during examination period. The Institute also allows other organizations to hold seminars/conferences etc. in the premises of the institute so as to optimize its utilization.

To keep pace with its academic growth, the institution augmented its infrastructure from time to time, like construction of additional class rooms etc. a decade ago. As the available infrastructure is optimum for all the current activities, there has been no major expansion during the past four years.

Staff rooms have been renovated in the year 2011-2012 and separate cubicles for its teaching and non-teaching staff have been provided. Exclusive restroom facilities were also constructed for women faculty. No infrastructural expansions are planned at present.

The Institute acquired new equipment & furniture during the last four years, such as: Green boards for class rooms, more OHPs, more LCD projectors, electrical fixtures and fans, new Photocopying machine, New computers, UPS, Laptops, Broadband Internet facility, Wi-fi Connectivity, CCTV equipment, Biometric Attendance Machine, renovation and improvement of administrative office, construction of parking place, construction of additional space for godown facility, garden equipment etc.

An amount of approximately **Rs. 13,23,533/-** was spent during the last four years on augmenting various facilities.

**Addition/ Improvement of Infrastructure & Facilities:** The Institute improved upon its existing infrastructure during this period. An overview of addition of infrastructure, books and equipments during the last four years is provided below:

No.	Nature of Work	Value in Rs.
<b>Academic Year 2009-2010</b>		
1	Renovation of One Faculty Room	87,000
2	Renovation of Training Hall (with Air conditioning)	2,00,000
3	Creation of Office and Training Facilities for GFATM	6,25,000
4	Temporary Metal Shed for storage	85,000
5	Books and Journals	65,428
6	Books on HIV/AIDS	5,00,000
7	Computer (UGC & PG)	68,350

8	Campus improvement, Electrical fittings etc.	28,000
9	10 Broad Band Connections under National Mission on Education through ICT Project of the Union HRD Ministry.	12,500
	<b>Total - 1</b>	<b>16,71,278</b>
<b>Academic Year 2010-2011</b>		
1	Building of Store Room & Temporary Cafeteria	2,51,872
2	Change of electrical fittings (Approximate)	5,00,000
3	Books and Journals	10,78,068
4	Books on HIV/AIDS	5,00,000
5	Computer (UGC & PG)	6,00,000
6	Campus improvement, Ne electrical fittings etc.	2,00,000
7	10 Broad Band Connections under National Mission on Education through ICT Project of the Union HRD Ministry.	22,000
8	Electrical Gensets (2)	50,000
9	Video equipments (LCD Projectors, OHPs)	2,00,000
	<b>Total - 2</b>	<b>34,01,940</b>
<b>Academic Year 2011-2012</b>		
1	Books and Journals	22,689
2	Computer (UGC & PG)	1,24,660
3	Campus improvement, New electrical fittings etc	23,877
4	Audio equipments (LCD Projector, OHP)	55,800
	<b>Total - 3</b>	<b>2,27,026</b>
<b>Academic Year 2012-2013</b>		
1	Books and Journals	12,665
2	Construction of covered parking space	70,374
	<b>Total - 4</b>	<b>83,039</b>
	<b>Grand Total (1+2+3+4)</b>	<b>53,83,283</b>
	<b>Average per year expenditure on Addition/ Improvement of Infrastructure &amp; Facilities</b>	<b>13,45,821</b>

*(Master Plan of the Institution/ campus and indicating the existing physical infrastructure enclosed as Annexure 1).*

#### **4.1.4 - How does the institution ensure that the infrastructure facilities meet the requirements of students with Physical disabilities?**

The institution takes care of the requirements of students with physical disabilities. In the past whenever such students were admitted, theory classes were held at the ground floor for easy accessibility. They were also placed in convenient/ nearby agencies/ communities for their concurrent field work. During the past four years, there has been no admissions of students with physical disabilities as there were no applicants, although two percent seats are reserved for them.

#### **4.1.5 - Give details on the residential facility and various provisions available within them:**

**Hostel Accommodation is available for Women:** Matru Sewa Sangh runs a Women's Hostel on the campus. All women students desirous of hostel facility are provided accommodation in the above hostel. The Hostel has two/three seater rooms and a dormitory for admitting women students from rural areas free of cost.

**Recreational facilities** – Recreational facilities like sports /games, both indoor and outdoor, are available for the residents of the Hostel. There is a playground available within the campus.

**Recreational facility in common room with a cable TV:** Recreational facility in common room with cable TV is available.

**Facilities for medical emergencies-** The institute provides medical facilities for the residential students with the help of nearby hospitals. First aid box is available in the hostel.

**Library facility in the Hostels** – English, Hindi and Marathi Newspapers and Magazines are made available to the residents of the Hostel.

**Available residential facility for the staff and occupancy** - residential facility for the staff and occupancy is not available.

**Constant supply of safe drinking water** – Constant supply of safe drinking water is available.

**Security:** 24 X 7 Security guard is available on the Campus.

**Computer facility including access to internet or wi fi** – This facility is not available in hostel.

#### **4.1.6 - What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The Institutes provides medical facilities for the staff and students in terms of health care on the campus and off the campus with the help of the nearby hospitals. A qualified medical practitioner Dr. Anuradha Agashe is on call and conducts medical check-ups and attends to the medical complaints of the students and the staff. First Aid box is available in the institute.

#### **4.1.7 - Give details of the Common facilities available on the campus – spaces for Special units like IQAC, Grievances redressal unit, Women's cell, Counseling and**

**Career Guidance, Placement Unit, Health Center, Canteen Recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

The common facilities other than class rooms available within the Institute are as follows:

- Four Staff Rooms with cubicles for Faculty.
- Rest Room for Women Faculty.
- Sufficient toilets for men and women with running water.
- Girls Common Room.
- IQAC Room.
- Board of Women's Grievance Cell.
- Board of Career Guidance and Placement.
- NSS Room.
- Water Purifier and Cooler.
- Conference Hall.
- Covered vehicle parking Stand.
- Eight Telephone connections with internet facility.
- Coffee and Tea vending Machine.
- Stage facility for cultural events.

## **4.2 Library as a Learning Resource**

**4.2.1 - Does the Library have an advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes. The institution has a Board of Library (Advisory Committee) under the chairmanship of the Principal. The composition of the Board is as follows:

1. Dr John Menachery (Principal & Chairperson)
2. Dr Ajit Kumar (Associate Professor & Convener)
3. Dr Prince Agashe (Librarian & Member)
4. Dr Sphurti Katarni (Associate Professor & Member)
5. Ms Saroj Kolhe (M.Phil Coordinator & Member)
6. Ms Nandita Mane (Assistant Professor & Member)
7. Mr Baba Ingale (Head Clerk & Member)

The major responsibility of the Board is to monitor and advise the management/administration, regarding library timings, regular augmentation of library and facilities, recommending new books and journals, considering the demands of the students and other library users and framing of rules and norms accordingly.

The Board meets regularly and reviews the work of the library. It suggests measures for the overall improvement in library services and redresses grievances relating to library services. The Board also gives guidelines for the procurement of costly printed reference

books, digital materials, hardware and software necessary for a modal library information centre.

#### 4.2.2 - Provide details of the following:

- Total area of the library (in Sq. Mts.) : **2,445 Sq. meters**
- Total seating capacity in reading room : **70**
- Working hours –
  - On working days : **Monday – Friday 10.00 am to 5.00 pm.**
  - On holidays : **Saturdays - 10.00 am to 2.00 pm.**
  - On Examination days : **Nil**
  - During vacation : **10.00 am to 5.00 pm.**
- **Layout of the library** : Common reading area with individual desks, individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources; special docket for current magazines and journals; newspaper stands.

The Library has facilities like reprography, computers with free Broadband Internet facility, Wi-Fi Facility, CCTV, Title and Author Index/ Catalogues, Paper clippings, wall magazine, display of new arrivals, occasional exhibition of books etc.

The library has total stock of **16,887** books of which 9850 has already been entered in the SOUL software. The work in this regard is progressing.

#### 4.2.3 - How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

New books/current titles are purchased on the recommendations of the faculty members. Demand of the users, requirement of changed syllabus, new developments in the field, emerging trends and issues, quality and affordability etc. are the key factors in recommending the new books. All efforts are being made to acquire books that are mentioned as reference material in the syllabi. The students are encouraged to use the current titles and important journals through display of new arrivals, display of review articles on the wall magazine, display of journals in a separate journal section, occasional exhibitions of books on various themes etc.

### Amount Spent on New Books & Journals in Four Years

Library Holdings	2009-2010		2010-2011		2011-2012		2012-2013	
	No.	Cost (Rs)	No.	Cost (Rs)	No.	Cost (Rs)	No.	Cost (Rs)
Text Books	78 (UGC)	20,648	193 (NET/ SET)	58,334	21 (Regular)	4,960	61	--
	22 (Regular)	852	--	--	--	--	--	10,086
Reference Books	33 (UGC)	16,606	76 (NET/ SET)	13,428	07 (Regular)	3,060	18	1,415
Journals/ Periodicals	26	31,565	29 (NET/ SET)	36,460	--		01	250
E-Resources	02	299	34 (NET/ SET)	20,050	--		03	750
Any Other (Specify) News Papers/ Employment News		11,364		10,012		11,050		13,214
<b>Total</b>	<b>128</b>	<b>81,334</b>	<b>332</b>	<b>1,38,284</b>	<b>28</b>	<b>19,070</b>	<b>83</b>	<b>25,715</b>
<b>Grand Total</b>	<b>Total New Books &amp; Journals : 571</b>				<b>Total Cost: Rs. 2,64,403</b>			
<b>Additional Books on HIV/AIDS</b>	<i>Additional books worth Rs 4,98,353/- has also been procured by the Institute on topics relevant to HIV/AIDS, for Saksham Field Action Project.</i>							

(Source: Library Accession Record)

#### 4.2.4 - Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC
- Electronic Resource Management package for e-journals
- Federated searching tools to search articles in multiple databases
- Library Website
- In-house/remote access to e-publications
- Library automation
- Total number of computers for public access
- Total numbers of printers for public access
- Internet band width/ speed □ 2mbps □ 10 mbps □ 1 gb (GB)
- Institutional Repository
- Content management system for e-learning
- Participation in Resource sharing networks/consortia (like Inflibnet)

Details on the ICT and other tools deployed to provide maximum access to the library collection are as follows:

- OPAC.
- Electronic Resource Management package for e-journals.
- All the details available on Institute website on following address:  
www.mssiswngp.org
- Library automation (Cataloguing, OPAC and Circulation).
- Five computers available for public access.
- One Xerox machine with printer for public access.
- Internet band width/ speed is **2 Mbps**.
- Institutional Repository.
- Participation in Resource sharing networks/consortia (INFLIBNET).

#### **4.2.5 - Provide details on the following items:**

- Average number of walk-ins : 50
- Average number of books issued/returned : 70
- Ratio of library books to students enrolled : 1:20
- Average number of books added during last four years : 142
- Average number of login to OPAC : 30
- Average number of login to e-resources : 20
- Average number of e-resources downloaded/printed : 05
- Number of information literacy trainings organized : 2
- Details of "weeding out" of books and other materials : NIL

#### **4.2.6 - Give details of the specialized services provided by the library.**

- **Manuscripts**
- **Reference**
- **Reprography**
- **ILL (Inter Library Loan Service)**
- **Information deployment and notification (Information Deployment and Notification)**
- **Download**
- **Printing**
- **Reading**
- **list/ Bibliography compilation**
- **In-house/remote access to e-resources**
- **User Orientation and awareness**
- **Assistance in searching Databases**
- **INFLIBNET/IUC facilities**

The following services are provided by the Library:

1. Circulation Service
2. Reference Service



3. Reprography service
4. Printing
5. Reading list/ Bibliography compilation
6. In-house/remote access to e-resources
7. User Orientation and awareness
8. Assistance in searching Databases
9. INFLIBNET –N-List facilities
10. Open access
11. Current content list

**4.2.7 - Enumerate on the support provided by the Library staff to the students and teachers of the college.**

Following support is provided by the Library staff to the students and teachers of the college:

1. Helps in finding books and gives reference service.
2. Provides books catalogue of various publishers to select books.
3. Organized Orientation and Information Literacy Program.
4. Provides photocopy facility of portions of books.
5. Display of new arrivals.
6. Information searching through internet.
7. Blog creation.
8. Email creation.
9. Documentation of paper clippings.

**4.2.8 - What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The Institute library provides books and other study material to the physically disabled persons. The Physically challenged person is treated with care and empathy and they are given priority in service. The librarian fulfills all their library needs.

**4.2.9 - Does the Library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

Yes. The library gets the feedback from its users. The Institute provides the feedback form at the time of clearance and students fulfilled as per their views. The IQAC of the institute analyses the feedback forms submits report to the Principal who takes necessary action for improving the Library services. Besides, the Library of the institute conducts feedback survey by providing and collecting all the feedback forms class-wise at the end of the academic session without mentioning their names on the form. The Librarian issues clearance certificate only after the students submits the filled-in feedback forms. All the feedback forms are then submitted to the Principal of the institute. The Institute also has

a complaint/ suggestion box, which allows feedback. The Library Advisory Committee takes necessary action to redress grievances of the Library users.

### **4.3 - IT Infrastructure**

#### **4.3.1 - Give details on the computing facility available (hardware and software) at the institution.**

Number of computers with Configuration (provide actual number with exact configuration of each available system):

- 26 Computers.
  - Thirteen machines with: Microsoft Windows XP Professional, Intel (R) Pentium (R) Dual Core Processor, 1.81GHz, 500HDD, 0.99GB RAM, 16.5 Displays.
  - Eight machines with: Microsoft Windows XP Professional, Intel (R) Pentium (R) Dual Core Processor, 2.93GHz, 500HDD, 1.46 GB RAM, 16.5 Displays.
  - Five machines with: Microsoft Windows XP Professional, Intel (R) Pentium (R) Dual Core Processor, 2.40GHz, 500HDD, 2.99GB RAM, 16.5 Displays.
- Computer-student ratio : **1:7.5**
- Standalone facility : Five
- LAN facility : Yes
- Wi-Fi Facility : Yes
- Licensed software : Yes (SOUL Library Software; Windows)
- Number of nodes/ computers with Internet facility : 20
- Any other: Laptops, Printers, barcoder, barcode printer, UPS.
- LCD Projectors : 4

#### **4.3.2 - Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The Institute provides computers with internet facility to the faculty members, students through its Library. Wi-Fi Facility is available in the premises of the institute for internet access. Apart from this the College website is open to all.

#### **4.3.3 - What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The current plan of the Institute is to consolidate the existing facility and complete full computerization of the Library. Increase number of computers and upgradation of software will be based on emerging needs.

#### **4.3.4 - Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Items	Year			
	2009-10	2010-11	2011-12	2012-13
Upgradation of old computers	-	-	1,00,159	-
Upgradation of Library Software	-	-	-	6760
Website upgradation	6,000	27,150	2,100	2,646
Computer maintenance	3,000	95,163	1,39,806	18,745
Upgradation Office software	-	-	-	-

*(Source: Office Records)*

**4.3.5 - How does the institution facilitate extensive use of ICT resources including development and use of computer -aided teaching/ learning materials by its staff and students?**

The Faculty members are encouraged to prepare computer-aided teaching/learning materials especially to make Power Point Presentations during Seminars and conferences. The Institute provides Internet facility to the staff and students. The faculty members provide information and study materials to the students by downloading it from internet. The faculty members employ modern equipments available in the institute such as, OHP, LCD, CDs, and DVDs for effective teaching. The internet facilities available in library are provided to the students and staff for accessing and enriching study material. Photocopy facility is provided to the students and staff.

**4.3.6 - Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

The Institute places the student at the centre of the teaching learning process. In this changing world, the use of modern technology has paramount importance. Taking into consideration above facts, the college provides various technological tools to the faculty members available in institute. The faculty members make use of modern equipments such as OHP, LCD, CD, and DVD for the effective teaching. The faculty members show movies / documentary films on social & environmental issues to the students based on syllabus. For example: Waste not Waste; Boond Boond se Ghat bhare; Clean Living; Pani ki Rajniti etc.

**4.3.7 - Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

The Institute avails of online facilities provided by the 'Maharashtra Knowledge Commission' as part of network connectivity through the affiliating University. Through this connectivity the Institute submits admission forms, applications for examinations, marks of internal assessment, and MIS related information.

## 4.4 Maintenance of Campus Facilities

4.4.1 - How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)? 1. Furniture, 2. Computers, 3. Vehicles, 4. Any other

### Budget Allocation for maintenance and upkeep of facilities

Sl. No.	Items	2009-2010 (Rs)	2010-11 (Rs)	2011-12 (Rs)	2012-13 (Rs)
1	Building	-	-	-	98,000
2	Furniture		1,00,000	1,00,000	50,000
3	Computers	50,000	1,00,000	1,00,000	1,00,000
	<b>Total</b>	<b>50,000</b>	<b>2,00,000</b>	<b>2,00,000</b>	<b>2,48,000</b>

(Source: Office Records)

4.4.2 - What are the institutional mechanisms for maintenance and upkeep of the infrastructure facilities and equipment of the college?

- The institution has constituted a Board of Purchases and Maintenance for supervision of purchasing new equipments, their maintenance etc. The committee is mandated with powers to diagnose and give suggestions for developing and maintaining of infrastructure. Accordingly, the institution makes appropriate provisions in the budget.
- The computers, its accessories and major technical equipments, are maintained by hiring professional technicians (outsourcing).
- The College Management and the Principal based on recommendations from the Board, implements the suggestions about the maintenance of infrastructure.

4.4.3 - How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The Institute is totally focused on social work education and therefore do not have precision equipment like the ones used in laboratories of science colleges.

The Institute updates and maintains infrastructure and equipment through its Board of Purchases and Maintenance.

4.4.4 - What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The institution has sensitive equipment such as Computers, Printers, Inverters, Biometric attendance machine; CCTV equipment, Water pumps, Water Purifiers, Photocopier machine, Gensets, etc. Professional experts from outside are consulted about their safety, upkeep and repairs. Professional are hired based on need. Training is also provided to class four staff of the institute in taking care of such equipment. The Institute updates and maintains infrastructure and equipment through its Board of Purchases and Maintenance.

**Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include:**

- 1. Appointment of the new Librarian:** The Institute succeeded in its efforts of getting approval of the Department of Higher Education for appointing a new Librarian in the place of the Librarian who had retired due to superannuation. A full-fledged librarian, Dr Prince Ajay T. Agashe, well-qualified and experienced, was joined on 8<sup>th</sup> April 2010 in a major fillip to the enhancement of library facilities.
- 2. Innovations in the Library:** The Library of the Institute embarked on three major innovations during this academic session, namely, a) Computerization of the Library, using 'Software for University Libraries (SOUL), b) Internet and wi fi facilities, and c) Open access to books/journals.
  - a. The SOUL Software for the library was installed in July 2008. As on November 2013, a total of 9850 (58% of the total) titles of books have been entered in this software and the work is in progress. The Library also started the 'Online Public Access Catalogue (**OPAC**)' on 15<sup>th</sup> of August 2009.
  - b. An exclusive broadband connection was installed in the Library for students and staff. Six computer terminals were additionally installed in the Library exclusively for internet usage. On 27<sup>th</sup> August 2012 wi-fi facilities were installed in the Library. With this development, the users of the library are entitled to use Wi-Fi connectivity on their laptops inside the library, with a password provided by the Library. In an effort to improve computer literacy and internet usage, all these facilities are being provided free of cost to all users.
  - c. In a major initiative that makes the Library more user friendly, the 'Open Access Section' within the Library was thrown open to Post Graduate students of the Institute and research scholars who make use of the Library. Books are readily accessible to the users at the 'Open Access Section'.
- 3. Relaxation of Library Rules for Nonstudents:** The Library rules for outsiders were revised and made more user-friendly with a view to encourage nonstudents also to make use of the Library which is one of its kind in the region.
- 4. Addition of new language Journals:** The Library started subscribing to two new journals in English. Details of the journals are as follows: 1) *Journal of the School of Language, Literature and Culture Studies* (JSL) published by Jawaharlal Nehru

University New Delhi, and 2) *The Journal of English Language Teaching* (India) (JELT).

5. **INFLIBNET N-List** : The project entitled “National Library and Information Services Infrastructure for Scholarly Content (N-LIST)” is being jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Center and the INDEST-AICTE Consortium, IIT Delhi. The N-List project provides access to e-resources to students, researchers and faculty from institute and other beneficiary institutions through server(s) installed at the INFLIBNET center. The Institute joined as a N-List member under category of 2F/12 B colleges in July 2010. Faculty can now access e-resources and download articles required by them directly from the publisher’s website.
6. **Special Corners:** The Library in collaboration with Legal Literacy Club and Human Rights Cell of the institute started a “Human Rights Corner” with books received under donation from Mr J Narayan Rao, General Secretary of All India Peace and Solidarity Organization. It also has created a special corner using resources on HIV/AIDS.
7. **Portrait of Dr S. R. Ranganathan unveiled:** The Institute celebrated the “Librarians’ Day” on 12<sup>th</sup> August 2011, commemorating the 118<sup>th</sup> birth anniversary of Dr S. R. Ranganathan, the father of Library & Information Science in India. A portrait of Dr S. R. Ranganathan was unveiled in the Library. On the occasion the Library also launched the innovative “Content Information Service”, wherein a user can quickly access information on contents of all the journals available in the Library.
8. **Documentary Film Festival** : With a view to promote environmental consciousness among students and to introduce the concepts of development communication and documentary film making, the Institute under the aegis of its field action project - ‘Community Action For Environment – CAFÉ’ and the Library organized our first ever Documentary Film Festival on 4-5 February 2010. The Festival which was divided into two themes – Water & Sanitation. About one hundred students attended the screenings and took part in the discussion that followed each screening led by faculty members. The Festival also provided a platform for students to express their views on environmental issues.
9. **University Level Workshop on Use of ICT:** A One-Day University Level Workshop on “Use of ICT to Enhance Work Efficiency in Colleges” was organized for the Library for Library staff and other Non-Teaching Staff of colleges under RTM Nagpur University on Tuesday 26 April 2011. Mr Prashant Joshi, Director, Mindbloom Technologies, Nagpur, was the resource person. The Workshop was attended by 22 participants from different social work colleges, including library and non-teaching staff of our Institute.

**10.Minor Research Project on Institutional Repository:** Dr. Prince Ajaykumar T Agashe, Librarian, completed a Minor Research Project with UGC assistance titled “Institutional Repository of Matru Sewa Sangh Institute of Social Work, Nagpur” and submitted the report.

**11.Book Exhibitions:** The Library organized exhibition of New Books periodically. In such exhibitions which increases visibility of new additions, all the new books procured by the library were displayed.

**12.Donation of Books:** The Library received 583 books as donation during the last four years. The Institute is grateful to the following persons who donated books to the Library: Dr Ajit Kumar, Ms Anuradha Joshi, Dr Arun Kumar, Dr Banmala Golpelwar, Dr John Menachery, Dr Keshav Walke, Ms Lilly Francis, Ms Nandita Mane, Dr Prajakta Tanksale, Dr Prince Agashe, Ms Seema Sakhare, and Dr Shilpa Puranik. The Alumni Association also sponsored a few journals.

**Number of Donated Books in Four Years**

No.	Year	Total No. of Books
1	2009-10	302
2	2010-11	159
3	2011-12	062
4	2012-13	060
	<b>Total</b>	<b>583</b>

**13.Encyclopaedia of Social Work:** The Library also acquired the new Encyclopaedia of Social Work in India 2012 (set of five volumes), edited by Prof Surendra Singh which was published by New Royal Book Company, Lucknow. Due to the high cost of this publication, it is not available with any other social work college library in this region.

**14.Other Activities of the Library: Celebration of** Librarians’ Day every year; National Children’s Book Week; Slogan & Poster Competition on the occasion Librarians Day on theme “Save the Girl Child”; One Day Workshop for M.S.W-II students on “Corporate Placement: Emerging Trends & Employment Opportunities in Corporate Sector” (30 March 2012); Book Exhibition on HIV/AIDS & Counseling (7 April 2012); Creation of Database for Alumni Association; Reprographic facilities for the students and faculty; and Workshop on “Effective Use of Power Point Presentations” (30 April 2012).

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