



NEWSLETTER

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MES's Institute of Management & Career Courses (IMCC)

Library and Information Resource Centre

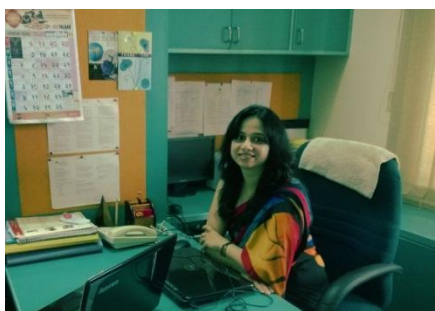
131, Mayur Colony, Kothrud, Pune 411038

Directors Message

Library is the heart of an academic institution and the strongness of any institution depends on the pumping of the heart. The IMCC Library and information Resource Center has taken excellent efforts in providing the library services for meeting and exceeding the users' expectations so far. The library staff has stretched further to administrate and coordinate the IGNOU Study Center of IMCC-16142 and also the two autonomous programmes SET NET Training and the PGDLIMAN (Post Graduate Diploma in Digital Library Automation and Networking) for the Library Science Professionals specially for the Maharashtra State. The development of the library and the attitudinal focus of the Librarian are assisting the IMCC tremendously in yielding the expected results.

I wish InfoLibManager 2019 a grand success.

From the Institutional Librarian



Dear all,

Library is a growing organism and the growth is required in terms of collection, provision of library services. The impact of technology is ever increasing day by day and the users' expectations as well; which should be considered as a basis of the newly added services of libraries. The ICT has assisted the libraries and information centres tremendously in extending the work boundaries beyond the geographical areas and trying to meet and exceed the expectation level of users' through the provision of varied information services. A library is a heart of an academic institution to which it is attached, and thus if it works well, the other units' flourishes by getting updated and flowing knowledge.

IMCC library is focused on the benchmarking librarianship approach and assists in rendering the customized services to the faculty members and the researchers in the institution. The library has taken the lead in automating the functions and services of the libraries in MES institutions with the effective utilization of an open library software initiative- *koha*. *MES-koha project work* focused on proper implementation of *koha* in MES Institutions including execution and coordination of the implantation work of the member institutional libraries of MES. Further, the work extended the boundaries to knowledge organization as well as preparation of databases, data migration work and finally, proper implementation of *koha* software modules in MES Institutions. *MES institutional web OPAC* (web ID: <http://mes-koha.informindia.co.in/>) is been created for the member libraries of *MES koha Project*. The cloud computing technique is used to provide access to the catalogue collection of every member library of MES koha project. IMCC library provides access to N-list database and the Proquest

Management Collection; apart from this the institute is a member of DELNET and committed to the library networking activity.

Library and information center, apart from the core library activities the library and information center has taken a lead in managing the entire IGNOU study centre as well as the YCMOU library science programs in IMCC. From the year 2015, the centre is organising the SET NET Training Program is organised every year to guide the library science professionals in the Maharashtra State. At present, institute is running 7th batch of the SET NET Training Program. The institution has also launched prestigious One Year Postgraduate Diploma in Digital Library Management, Automation and Networking (PGDLIMAN). The programme is focused on effective utilization of advanced technology such as digital library techniques, automation, programming and networking in the libraries and information centres. The professional colleagues in the library science field are interested in registering for this programme.

Best Wishes,

Dr.Mrs.Meenal Oak
Librarian (Selection Grade) & Coordinator, MES koha Project,
Coordinator, IGNOU Study Centre 16142
Coordinator, PGDLIMAN & SET NET Training Program
MES's IMCC,Pune

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Directors Message

From The Institutional Librarian

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- The Newsletter *InfoLibManager* is available on the Library Blog <http://mesimcclibrary.blogspot.in/>
- The *InfoLibManager* Newsletter is produced by MES's IMCC,Pune
- Published once in a year

Library Profile:

- **Library Features**
 - Situated in a separate building on the Institutional campus
 - Computerization of the library services and functions using KOHA an open library software
 - Bar Code Technology for the Library Documents Transaction
 - Back Up system based on UPS
 - Library Generated Bar Coded PVC Identity cards for the students and the faculty members & User Borrower Cards
 - Digital Institutional Repository using the D-space open source software for the effective accessibility of the Summer Projects and the Institutional Intellectual output of IMCC
 - Use of Dewey Decimal Classification system, 23rd ed. for the systematic arrangement of the library documents

- ILL service to the MES's Institutions
 - Document Recommendation Slips for Faculty as well as Students
 - Biometry for maintaining the daily entry register for the Reading Hall
 - Library LAN and connectivity to Institutional LAN
 - Annual Publishing of Library Newsletter- InfoLibManager
 - Annual Stock Verification
 - User OPAC and access to Project Reports through the IR in the library and on the Institutional Campus
 - Students and faculty Database Development and Maintenance
 - Conducive environment for study and research in the Library
 - Library Blog
 - Use of LIBQUAL+ for measuring users feedback on continuous basis
 - Service up gradation
 - Swami Vivekananda Section
- **Library Services**
 - Hall Reading
 - Home Lending
 - SDI & CAS
 - Plagiarism % Testing of the Thesis using URKUND
 - Digital Library Collection access on Intranet
 - Indexing Services
 - Abstracting Services
 - Current Updates through Display Boards
 - Document Reservation Facility
 - Systematic arrangement of the books using Dewey Decimal Classification, 23rd ed
 - Printed Project reports
 - Users study
 - Newspaper clippings
 - Use Study
 - Add-on card Facility to the Students
 - DLL through DELNET
 - Access to on-line databases ProQuest Management Collection and N-List
 - Reference Service
 - Referral Service
- **Library Facilities:**
 - Document Scanning
 - Reprography
 - Internet Search
 - Wi-Fi connectivity
 - Digital Library

- **Library IT infrastructure**

- Zebra ZXP 32 Printer with ID making software for ID cards Printing
- Laser printer HP M 1005 for document scanning, Xeroxing and printing
- HP Laser Jet 1018 printer for printing
- HP colour printer
- Research Cell
- Reading Hall
- Stacking area-CD's Collection, Reference Section, Hall reading Collection, News Paper display and New Arrivals Section, CD's Collection
- Circulation Section, Project Reports Collection
- Digital Library Section
- MES OPAC
- Document Processing section
- Admin Block and Librarian's Cabin

- **Library Collection As on Date (28/7/2019)**

| Sr. No. | Type of Document | Number |
|---------|------------------------|--------|
| 1 | Books | 20398 |
| 2 | Journals & Periodicals | 37 |
| 3 | Project Reports | 341 |
| 4 | Bound Volumes | 102 |
| 5 | e-journals | 6000 |
| 6 | e-books & e-projects | 97360 |
| 7 | CD's | 11216 |

- **E-resources**

| Sr. No. | Databases & e-resources | Website |
|---------|----------------------------------|---|
| 1 | Library OPAC | http://mes-koha.informindia.co.in/ |
| 2 | D-Space Institutional Repository | http://192.168.2.156.8080/jspui |
| 3 | N-List Database | http://nlist.inflibnet.ac.in |
| 4 | DELNET | www.delnet.nic.in |
| 5 | Library Blog | http://mesimcclibrary.blogspot.in/ |

What is new?

KOHA Project Execution: New Developments

MES koha project started from last two years back, and is focused on an automation of library functions and services of the MES Institutional libraries using the cloud computing technique for the provision of accessibility to all the member libraries catalogue collection through a single access point. The project basically included coordination and execution of the activities focusing entire preparatory work of the databases of libraries collection involved in KOHA project involving even the library classification work, database formatting and aligning the accessioning work and data migration as well in these libraries. During the second stage the WEB Libraries OPAC designing of MES is been done for the effective accessibility. Thus now all the member libraries' collection is available through *MES libraries koha web OPAC* (Web ID: <http://mes-koha.informindia.co.in/>)

During the academic Year 2018-19, three more member Institutions are added as *MES IMCC(MBA), MES Night College, Karve Road, Pune and MES Senior College, Mayur Colony, Pune*. The MES Senior College is working now with koha including the circulation, acquisition and budgetary module, whereas for the remaining member institutions the work is under process.



With DR Santosh Deshpande , Director, IMCCC , Dr Mrs Meenal Oak Coordinator MES koha Project and the candidates of the MES koha Training Program conducted by MES IMCC Library and Information Resource Center



Dr Mrs Meenal Oak Coordinator MES koha Project and the IMCC library staff with the candidates of the MES koha Training Program

List of the Libraries of MES Institutions involved in MES KOHA Project

| Sr.No. | School/College Name | Contact |
|--------|--|--|
| 1 | MES IMCC (Institute of Management and Career Courses) | Dr. Mrs. Meenal Oak , Co-Ordinator KOHA Project, Librarian (Selection Grade), MES IMCC, Mayur Colony, Kothrud, Pune-38, Ph. (020) 25466271 Email Id: - mko.imcc@mespune.in |
| 2 | MES Senior College | Librarian IMCC Campus, Mayur Colony, Kothrud, Pune-38, Ph. (020) 25466271 Email Id: - mko.imcc@mespune.in |
| 3 | MES IMCC MBA | Librarian MES's Garware Campus, P+7 Building, Karve Road, Pune-411004 Ph. (020) 410 38345 Email Id:- mba.imcc@mespune.in |
| 4 | MES Bal Shikshan Mandir English Medium School (High School) | Librarian Mayur Colony, Kothrud, Pune-38 Ph. 020-25435733 Email Id:- hm.ebsm@mespune.in |
| 5 | MES Ayurved Mahavidyalay | Librarian Ghanekhunt-Lote, Tal-Khed, Dist. Ratnagiri, 415722, Ph.02356-273263 Email Id:- mesayurved@mespune.in |
| 6 | MES College of Nursing | Librarian Ghanekhunt-Lote, Tal-Khed, Dist.-Ratnagiri, 415722, Ph.02356-273266 Email Id:- mesnursing@mespune.in |
| 7 | MES Adykrantiveer Vasudeo Balwant Phadke Vidhyalay | Librarian Plot No. 113, Sector 06, Panvel 410 206 Ph. (022) 27464284 Email Id:- hm.pvp@mespune.in |
| 8 | MES English Medium School, High School | Librarian Shirwal, Tal- Khandala Dis.t- Satara Ph. (02169) 244749 Email Id:- hm.ems@mespune.in |
| 9 | MES Vidyamandir High School | Librarian, Sector 21/22 Belapur, Dist.-Thane, Ph. (022) 27520629 Email Id :- hm.nes@mespune.in |
| 10 | MES Public School High School(CBSE) | Librarian Kalamboli, Tal- Panvel, Dist.- Raigad Ph. (022) 27421088 Email Id:- publicschool@mespune.in |
| 11 | MES English Medium School | Librarian Survey No. 19/1/A and B, Harikrupa Nagar, Deshpande Estate, Indapur Road, Baramati- 413102 Ph. (02112) 222010 Email Id:- emsb@mespune.in |
| 12 | MES Night College of Arts and Commerce | Librarian Abasaheb Garware College Campus, Karve Road, Pune - 411 004 Ph. +91 20 – 41038280 Email Id:- nightcollege@mespune.in |

MES KOHA OPAC:

Effective utilization of the koha customization feature, entire e-resources subscribed by MES member libraries of koha project are accessible through a single OPAC, thus maximizing the utilization and thus assisted in creation of a union catalogue of MES through the same.

OPAC: MES Libraries

MES KOHA OPAC

Faculty Reading Club

Innovativeness through the library reading club is targeted for identifying new elements of developing the personality. The faculty members under this innovative event are promoted through the idea of organizing a coffee club at the end of the day in the library. This has assisted a lot to the library and the faculty fraternity to interact in a periodic manner on the various educational aspects. The idea pool further is guiding the faculty members in browsing various titles on various aspects not only of the domain but also of the related aspects of personality development including the reference titles. The library displays the selected collection on the day for the faculty members.













Library Visits



Friendly visit of Shri Vasant Lele, Former Librarian



Visit of Retired Library Attendent Shri Prakash Tilekar on the faculty reading club day to the IMCC Library

IMCC's Digital Institutional Repository:

A *Digital Institutional repository* using the d-space open library software developed and is accessible through the web-Id: <http://192.168.2.156.8080/jspui>. It gives effective accessibility to the Summer Projects in e-format, question papers, syllabi, list of the research papers of the faculty members etc. The library has developed a digital library section for the entire user community, especially the student segment. The digital library section provides access to the online databases and IMCC's Digital Institutional repository which consists of accessibility of the Summer Projects in e-format, question papers, syllabi. It has now focused on building up the photo collection of the organization.

Internet search and online e-resources

The library provides accessibility to the on-line resources through the N-list and the ProQuest Management Collection database. The library provides wi-fi network connectivity to the users for utilization of the laptops in the library reading hall.

Library Activities

User Orientation

Purpose of this activity is to raise the awareness level of the newly entrant students regarding the library services, resources and the library rules and regulations, library staff for maximizing the usage of library. Library Orientation for new entrants was conducted during the academic year 2019-20.

The library staff provides guidance to locate reading material and also to locate proper information form the library collection which helps the users in quick retrieval of the documents.

Library Kit

Library every year distributes the “Library Kit” to the newly entrant students consisting of manuals of Library Facilities and Services, Library Rules, along with current year Borrowers Tickets. It facilitates users to get acquainted with the library environment.

Best Practices

Application of LibQual+:

The library has focused the Continuous Improvement Principle. It has adopted the benchmarking through the application of the LibQual+ technique for the

betterment of the library services to cope up with the needs of users' in the present scenario.

Training to LIS professionals in MES Institutions

IMCC has conducted the training programs for the LIS professionals of the member libraries under the MES koha project in the academic year 2019-20. A 2 days KOHA Library Software training program for the effective application of koha Library Circulation Module and OPAC utilization was conducted including the Bar coding, on-line Issue and Return transaction, creation and maintenance of the users record for the LIS professionals working in the remote areas of kokan.

Dr Santosh Deshpande, Director IMCC and the GB member MES, guided the participants as far as the KOHA Project is concerned for the quick application of koha . He highlighted the importance of library automation and the need to implement the koha in the MES environment. During the programme, the candidates raised the difficulties in the use of modules which were guided and solved by Dr Mrs Meenal Oak Coordinator MES koha Project

Effective use of ICT

The way of accessibility to information and changing user expectations due to ICT has a tremendous impact on the libraries. IMCC Library is continuously adopting the newer ways to cope up with the changing scenario and particularly the extended and ever changing expectations of the tech-savy users of computer and management science. The Library is rendering presently the services through the effective use of technology such as rendering services through the cloud computing technique includes effective utilization of KOHA open source library automation software, digital institutional repository –use of d-space open source library software, on-line accessibility of the databases on the campus, research

orientation, plagiarism testing, computerised SDI, Internet search for on the working days of the institution.

IMCC Library and social networking:

IMCC library is now utilizing the social networking sites such as facebook, google pages for developing the library blog and the FB page to stimulate the use of the library and to create a strong communication link with the IMCC alumni members.

Research Activities

Research Publications

Books

1. Oak, Meenal. (2017). SDI Service : a select study of Management Institutional Libraries. Lap Lambert Academic Publishing, Germany

List of Papers published in the year 2019-20

1. Oak, Meenal. "How we provide more effectively: a case study of Use and Accessibility of e-resources in MES institutional Libraries, Pune, India" Paper presented in MANLIBNET 17th International Conference , New Delhi, India, 2017, 129-133.
2. Oak, Meenal. " Enhancing the reading habits among the Indian Management Institutional Learners: a case study of MES IMCC, Pune" International Journal of Innovative Knowledge Concepts 6, no.3(2018): 15-21.
3. Oak, Meenal. "Managing Library spaces: meeting the challenges in the Indian Management Institutions." Paper presented in National Conference on Enhancing the role of the Library in Teaching and Learning, Pune, 24 -25 January 2017

Sessions conducted as a Resource Person

Session conducted in MIT Academy of Engineering (AOE), Alandi

During the academic year 2018-19, Dr. Mrs. Meenal Oak Librarian, IMCC was invited to deliver a talk on the topic "Assessing library Services: Tools and Techniques" on 8th July 2019 by MIT Academy of Engineering (AOE), Alandi as a resource person to create the awareness

among the library professionals of MIT AOE about the new techniques and tools utilize in the libraries and information Centers at present with the case study approach.



Dr Mrs Meenal Oak as an invited speaker with the library professionals of MIT COE at MIT Academy of Engineering (AOE), Alandi

Session on koha Implementation in the Libraries and Information Centers

AKI's Poona Institute of Management Sciences and Entrepreneurship on 9th March 2019 invited Dr Mrs Meenal Oak, as a Guest of Honor in a one day workshop. A session on koha Implementation in the Libraries and Information Centers was conducted .It was a nice opportunity to discuss on the "koha project work of MES" and showcase the details of the achieved milestones. LIS professionals from varied places in Maharashtra were present for the workshop.



Dr Mrs Meenal Oak as a guest of honour conducted a session on koha Implementation in the Libraries and Information Centers in AKI's Poona Institute of Management Sciences and Entrepreneurship

International Women's day

International Women's day was organised on 8th March 2019 by IGNOU regional center Maharashtra, Dr. Mrs Meenal Oak presided over the function as a Chairperson of the Committee against Sexual Harassment (CASH) IGNOU Regional Center Maharashtra at Pune . Coordinators local study canters, officers and staff of RC IGNOU, Navodaya Vidyalaya , Passport office , Maharashtra state farming corporation participated in the programme.



During the International Women's day at the IGNOU Regional Canter 16 Maharashtra with Dr Masood Parvez, Former Regional Director , Dr Kalpana Gupte Formaer Dy Director, Shri Saunand Asst. Director IGNOU RC Pune 16 and the participants

Authorship for Balbharati Text, Maharashtra State

Dr Mrs Meenal Oak authored a text book for the 11th standard for Library and Information science domain. The book is a prescribed text book of Balbharti for the 11th std and available in the entire Maharashtra state.

Contribution in Awards

Felicitatation of Dr Meenal Oak done on 24th February 2019 by the मराठ्बोली संस्था by giving a “सांस्कृतिकसेवा पुरस्कार” for the work done towards the development of the budding Librarians and Library Science Professionals in the Maharashtra State as well as for the effective literature write-ups .



Felicitation of Dr Meenal Oak by the मराठबोली संस्था by giving a “सांस्कृतिकसेवा पुरस्कार”

MES IMCC's Autonomous Programmes for LIS Professionals

Due to the leading approach of MES IMCC 2 autonomous programmes for library science professionals are launched namely SET/NET Training Programme and Post Graduate Diploma in Digital Library Management, Automation & Networking (PGDLIMAN) an autonomous post graduate programme for the LIS professionals particularly in the Maharashtra state.

SET/NET Training Programme

MES IMCC has started the SET/NET training programme to provide proper guidance to the fellow library professionals, in order to prepare them for the SET/NET Examination by the *systematic conduction* of the theory and MCQ's sessions from the year 2015. Basic attitude of MES of grooming the leaners and enthusiasm and quest for knowledge of earlier batches has encouraged us to continue with our efforts of providing training for SET/NET examinations for the benefit of the library science profession. The candidates registering from all over the Maharashtra from *Mumbai, Bhusawal, Aurangabad, Shengaoon, Nashik,*

Ahamadnagar, Mangaon , Solapur , Bhusawal and Pune and various places nearby Pune as Manchar, Baramati, Khed etc. As on today a total 25 candidates of the programme has qualified the SET/NET examination.

| List of the MES IMCC's SET NET Training Programme Candidates Qualified SET/NET | | |
|--|--|-----------|
| Sr.No | Designation & Place of work | SET / NET |
| 1 | Ms Supriya Kuber Librarian, Rasiklal Dhariwal College of Pharmacy, Chinchwad | SET 2016 |
| 2 | Mr Vikas Jagtap, Asst. Librarian, Government College of Engineering & Research, Avasari | SET 2016 |
| 3 | Mr Vikas Jagtap, Asst. Librarian, Government College of Engineering & Research, Avasari | NET 2016 |
| 4 | Mrs Shubahngi Bansode Librarian, Kashibai Navale College of Commerce, Erandwane,Pune | SET 2016 |
| 5 | Mrs Meenal Mali Librarian, ET's B Ed College Talegaon Dabhade | SET 2016 |
| 6 | Mrs Supriya Gudewar , Asst. Librarian, Marathwada Mitra Mandal's College of Engineering,Pune | SET- 2016 |
| 7 | Deepali Jhadhav, Librarian, Shivaji Marhatha Law College, Pune | SET 2017 |
| 8 | Mrs Pritam Maral, Library Asst. VIT College of Engineering Pune | SET 2017 |
| 9 | Mrs Rajashree Wayal, Asst. Librarian, SVPM's College of Engineering, Malegaon Baramati | NET 2017 |
| 10 | Mrs Rajashree Wayal, Asst. Librarian, SVPM's College of Engineering, Malegaon Baramati | SET 2018 |
| 11 | DR Madan Zade, Librarian Indrayani College of Pharmacy, Talegaon Dabhade | SET 2018 |
| 12 | Mr Ashok Lande , VU ,Pune | SET 2018 |
| 13 | Mrs Sushma Bhosale, Asst Lib., D Y Patil School of Architecture,Pune | SET 2018 |
| 14 | Mr Vishvanath Bamankar Librarian, G M Veadk Inst of Technology, Raigad | SET 2018 |
| 15 | Mrs Mukta Naik | SET 2018 |
| 16 | Mr Rajaram Kambale Lib.Asst., Govet Coll.of engi(COEP),Pune | SET 2018 |
| 17 | Mrs Rahashree Gadkari Librarian, IIBR Chinchwad | SET2018 |
| 18 | | |

This programme is designed and coordinated by Dr Mrs Meenal Oak.

**Qualified Attempts of the Successful candidates of the
MES IMCC's SET/NET Programme**

Inaugural of the 7th batch: SET NET Training Programme

MES IMCC's SET NET Training program 7th batch, Inaugural program was organised on 4th August 2019. The 20 enthusiastic library science professionals

from the varied parts of Maharashtra have been registered for the program. The programme is now being conducted with the updated syllabus, motivational exercises to boost the morale of the candidates with the focused MCQ sessions.



MES IMCC's SET NET Training Programme, 7th batch candidates with Dr Mrs Meenal Oak Coordinator , SET NET Training Programme & the advisory board members Prof. (Dr.) S K Patil , Former University Librarian, SPPU, Pune & Dr N B Dahibhate



Inaugural of the SET/NET Training Programme MES's IMCC: Inaugural Function on 4th August 2019

PGDLIMAN

The second batch of the Post Graduate Diploma in Digital Library Management, Automation & Networking (PGDLIMAN) started in September 2019. An autonomous programme of *MES's IMCC*, it aims at developing the professional competencies of the library and information professionals in an automated and digital library networked environment. The first batch successfully completed the programme; the second batch is now being conducted in the canter.

The program focuses on in-depth practical sessions for building the technological skills of the students supported by required sessions on the theory, in order to develop them as an independent library manager who will manage the library in the new era successfully. The Libraries today are impacted tremendously by the digital and networked environment. ICT has a major impact on the storage functions and delivery of information in the library. The task ahead is a major challenge to handle the voluminous data in the digitized form and to manage it successfully for serving the user segments in an effective manner.

The objectives of the programme are to imbibe the knowledge of the basic requirements of library automation and automated library services with the major focus on Open Source Library Software systems such as D-space and KOHA; to provide the knowledge and skills on networking and Internet technology in particular to the library and information networks; to develop the Internet skills with special focus on the information resources available in different forms and subjects; to provide the knowledge and skills of web designing and the legal issues associated with electronic information; to enable the design and development of a programme by enhancing skills on programming based on the language C++; to undertake a practical based project in order to specialize in one of the thrust areas on library automation and networking.

The Programme is of high benefit to the qualified Librarians and all other working library professionals as well as the budding LIS candidates interested in upgrading the ICT Knowledge, skills and its effective application in the current automated and networked library environment. The programme is open to candidates with a minimum Bachelor's Degree in Library and Information Science (BLISc).

Dr Mrs Meenal Oak is the Coordinator of the programme.

YCMOU Study Centre

MES's IMCC is been approved as an YCMOU centre to run the academic programs in the Computer and Library science. The center has received a positive response as per the expectation by looking at the LIS background work of IMCC in Maharashtra. The center now runs B.Lib.I.Sc., M.lib.I.Sc., BCA programme of YCMOU in IMCC.

MES IMCC's IGNOU Study Centre

The IGNOU Study Center 16142 runs MBA, MTTM, MLIS, BLIS, BTS, BCA, CBS, CIT, CNM, PGDLAN programmes; during the last academic year CLS(Certificate programme of Library Science) was introduced in the study center. As on date total ---- learners are studying from the IGNOU SC 16142 of MES IMCC,Pune.

The centre was established in 2014(September). Dr Santosh Deshpande is working as the Head of the IGNOU SC 16142 and Dr.Mrs.Meenal Oak took the charge of IGNOU Study Centre -16142 from January 2015 as a Study Centre Coordinator. The system and the entire administrative procedures of the Study Centre 16142 of IGNOU are streamlined and regularised as per the norms of the distance education program norms IGNOU, New Delhi. The Study Centre 16142 of IGNOU form an important part of overall structure of the University designed to provide extensive and efficient student support services to its learners. The Study Centre is established to offer students a 'Kit of communication channels to supplement contents of the course in the form of print material mailed to them and enable them to interact with academic counsellors and fellow students as also to provide access to

modern technology through the use of audio-visual aids. Thus, a Study Centre seeks to help the students in independent learning by means of appropriate forms of educational technologies.

The study centre IGNOU 16142 is equipped with relevant course material, reference books, audio-visual aids integrated with the course material. The Study Centre arranges to extend these facilities to all the learners attached to it on specific days decided by the Coordinator. The required assistance is provided to the students by the Study Centre so as to help them take the maximum benefit of these facilities. Regular week-end counselling takes place at Study Centre along with the hands on practical exposure is also provided to learner at practical centres.

