

MRS. MEENA SUBHASH SURYAVANSHI**Librarian**

Sr. No.	Particulars	Detail
1	Name (in BLOCK letters)	Mrs. Meena Subhash Suryavanshi
2	Father's Name/ Mother's Name	Mr. s N. Lokhande
3	Department/ Subject	Library & Information Science
4	Current Designation Pay Band & Grade Pay	Designation: LIBRARIAN Pay Band: Rs.15600-39100 Grade Pay: 6000
5	Date and Place of Birth	1 JUNE 1969 / Vejegaon, Dist. Sangli.
6	Sex	Female
7	Marital Status	Married
8	Nationality	Indian
9	Indicate whether belongs in SC/ST/OBC category	SC
10	Qualifications	B.Com., M.Lib. & Inf. Sc., NET Qualified
11	Mother Tongue	Marathi
12	Languages known	Marathi, Hindi & English
13	Address for Correspondence (with pin code)	Librarian, St. Xavier's Institute of Education, 40-A New Marine Lines, Churchgate, Mumbai-400 020.
14	Permanent Address (with pin code)	201-202 Sarvodaya CHSL., Pareira Housing Complex, Phulpada Road, Virar-East (401305)

15	Contact No.	Mobile No.: 9834615054 /9892222580.
16	Email	<u>Meena161969@gmail.com</u>

Record of academic service prior to this institution-

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc /	Name of Employer	Date of		Salary with Grade
			Joining	Leaving	
Jr. Library Assistant	Regular	SNDT Women's University	2 Jan. 1995	31 st Oct., 2007	1400-40-1800-EB-50-2300 + admissible allowances.
Librarian	Regular	Tolani College of Commerce	1 st Nov. 2007	9 th Jun., 2011	15600-39100-6000

A} Library Administration & Organization of the college During 2018-19-

I---Library resources organization and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information.

II---Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology-based methods such as RFIS, CCTV), development of library management tools (software), intranet management.

III---Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, delivery of information.

IV---User Awareness and Instruction programme (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc.

V--- Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms.

VI---Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels)

VII---Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.

VIII---Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination)

B} Improvement of Professional Competence

- a) Details regarding refresher courses / orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses / M.Phil.,

Sr. No.	Year	Date/ Period	Details of Theme	Conference / Seminar	Level
1	2018-19	April-June 2018.	Paper Published" Collaborative Partnership in School Library "—International Multidisciplinary Quarterly Research Journal 'Ajanta': Volume-VII, Issue-II, April-June 2018. ISSN-2277-5730. IF-5.2. 27-34p.	Journal	International
2	2018-19	March-August 2018	Paper Published "Ethnography-Method of exploring Library"— International Multidisciplinary Half Yearly Research Journal 'Ideal': Volume-VI, Issue-II, March-August 2018. ISSN-2319-359X. IF-4.988.	International Journal	International

3	2018-19	4-5 th September 2018.	Contributed Paper on “Reaching to the Unreached Farmers Through Indigenous Traditional Knowledge Management & E- Publishing” — Bihar Animal Sciences University & Association of Agricultural Librarians And Documentalists of India (AALDI)--National Conference on “Re- Engineering of Agricultural Libraries & Emerging Technologies: Challenges & Opportunities” —on 4-5 th September 2018.	National Conference	National
4	2018-19	October- December 2018.	Paper Presented & Published "Developments of Control Techniques in Library & Information Centers Operations" National Conference Proceedings on “Theoretical and Empirical Developments in Social Sciences & Accountancy” in Peer Reviewed Referred & UGC Listed Journal ‘Ajanta’: Volume-VII, Issue Iv, October- December 2018. I.F.-5.5. CD-ROM.	National Conference	National

5	2018-19	24-25 October, 2018.	Paper Presented & Published "Role of Librarian With Digital Literacy In Transformation of students Into Digital Citizens"—National Conference on "Interdisciplinary: A Game-Changer"—on 24-25 October, 2018. ISSN-978-81-938567-2-7. 44-48p	National Conference	National
6	2018-19	16 th March, 2019.	Paper Published "Benficience of Library Management System Software & Information Technology to the Libraries & Information Centres" National Conference By Jan Seva Sangha's Shri Ram College of Commerce-Mumbai. On 16 th March, 2019.	National Conference	National
7	2018-19	January-March 2019,	Paper Published "Reducing Travel Through Role of Library" National Conference By Bunts Sangh's S.M. Shetty college of Science, Commerce & Management, Powai. In International Journal of Advance & Innovative Research: Volume-6(1) (XXII), January-March 2019, ISSN-2394-7780	Conference	International

8	2018-19	23 rd March, 2019	Paper Published "Promotion of Research Through Intellectual Property Policy & Information Literacy" International Conference Proceedings 'Spark:Volume-8, Issue-1(XXII), January-March, 2019. ISSN-2277-4866. 79-89p.	Conference	International
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b) Ph.D. ---Registered for Ph. D.-Library & Information Science - Veer Narmad South Gujarat University

C) Library Initiatives Report-2018-19

OBJECTIVES

- To develop awareness among the First and Second year students of Bachelor of Education of various resources of the SXIE-library.
- To stimulate the reading habits of the teacher educators on current topics of education as well as other related subjects.
- To enhance the references of Journal/newspaper reading, and to enable them to update their knowledge with latest information available to them.
- Help them (students) to improve their Research/ Presentation/ Communication skill.

ACTIVITIES

- 1) Best Reader of the Library Award for B.Ed. Students
- 2) Assembly Collaboration with Library
- 3) Library Competitions
- 4) Journal and Periodical Alert Service
- 5) Theme Related Display
- 6) Critiquing Text

REPORT

1) Best Reader of the Library Award for B.Ed. Students-

Student-wise Books Circulated, to First & Second Year students (From June 2018–March 2019) is taken into consideration for Best Reader selection.

2) Assembly Collaboration with Library-

Students are oriented, motivated to go through Books, Journals, Periodicals, Online Resources. Students have presented assembly on different chapters of book & the research papers of Journal & Periodical. Students made best use of journals, periodicals, new books and online resources for presentation of Assembly on a given day to share their reflection.

3) Library Competitions-

The Quiz Competition was conducted on 28th November 2018.

4) Journal and Periodical Alert Service-

Readers are made aware about new research developments taking in education and on their subjects of syllabus & for action research project, through Journals & periodicals issues added in library, alert on LMS.

5) Theme Related Display-

Display of Newspaper cuttings on World Tourism Day, International day of Non-Violence, World Statistics Day, Dipavali, Pulwama Attack, Education are made, to update the knowledge of students. Books Display on "Exam Alert, New Arrivals of Books, Enrich Your Action Research" were arranged in the library.

6) Critiquing Text-

Books, Journals, Periodicals are made available to F.Y.B. Ed. students for Text critiquing, & they have been motivated to go through multiple resources for selecting text for text critiquing.

Programme

Library Initiatives for the year 2018-19 was organized from July 2018—March 2019. The Students were carried on library activities: Asha, Astha & Satya Students visited library, during their library hour, to carry out library activities effectively. Students also used library hour for doing study, reading, writing, discussion & reference for library resources available for syllabus study. Responsibility of library initiatives execution is shared by Librarian with the help of Asha, Astha & Satya Leaders of F.Y.B.Ed. & S.Y.B.Ed. Batch 2018-19.

Result of Library Competitions: 2018-19

Library Initiatives: Selection Best Reader-Library-2018-19

Name of Student	Details	Class
171908 : Chindane Pooja	Best Reader	S.Y.B.Ed.

Library Initiatives: Selection Best Reader-Library-2018-19

Name of Student	Details	Class
182045 : Rodrigues, Sophia	Best Reader	F.Y.B.Ed.

Library Initiatives: Library Quiz Competition-2018-19

Name of Winning Students	Quiz: that sharpen the mind
171902 : Bhattad Payal 171917 : DSa Asilteena 171927 : Khurshid Omar 171936 : Pinto Laveena	Best Group in Four Rounds: College Trivia, Back to School-Pedagogy Subjects, Identification of Audio-Visual Round, Green Round

