DEVELOPMENT OF THE INSTITUTIONAL REPOSITORY: THE JOURNEY OF S.S. GIRLS COLLEGE, GONDIA

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Abstract *:*

As the demand for information among users and researchers increases daily, traditional methods are being replaced by innovative, technology-based solutions. The growth of the internet, web platforms, high-resolution devices, digital storage, search engines, and increased bandwidth has led librarians and information professionals to adopt new approaches such as open access, digital publishing, self-archiving, and repositories. This study describes the development of the IR at Gondia Education Society's S.S. Girls' College, Gondia. It outlines the step-by-step process of creating the IR, from initial planning to online publication, with support from the National Digital Library of India's IDR hosting services. The article emphasises the communities within the SSGC IR, particularly the "Library Department," "Teaching Learning Departments, " "Research, " and "Social Awareness."

Keywords : Archives, Digital Contents, Institutional Repositories

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Introduction :

Today, we live in the age of the Information Revolution, which has transformed library and information activities globally. The 1990s saw rapid changes, with traditional exchange methods replaced by new tools. Two key developments are i) the abundance of digital resources and ii) the development of ICTs.

The needs of information users and researchers grow daily, leading to the replacement of traditional methods with innovative, tech-driven approaches. The internet, Web, high-res devices, digital storage, search engines, and broader bandwidths have prompted librarians and info professionals to adopt new strategies like open access, digital publishing, self-archiving, and repositories. These involve building digital collections, managing, preserving, creating digital content, providing access, and organising submissions.

Institutional repositories are vital for higher education as online knowledge banks, helping institutions fulfil their obligation to share research widely.An Institutional Repository (IR) is a digital archive of scholarly works, connecting to a global network that advances

scholarly publishing. Through this project, Gondia Education Society's S.S. Girls' College joined this system by developing an IR..(Gupta, 2016)

An Institutional Repository (IR) :

Academic institutions and universities significantly contribute to the human, social, and economic development of their communities and countries. Their stakeholders include students, faculty, alums, community groups, governments, and industry and professional sectors. Around the world, universities and institutes are increasingly focusing on the creation and utilisation of digital documents. These encompass text, photographs, graphics, archives, blogs, websites, audio and video recordings, radio broadcasts, and other digital formats that are preserved electronically.(Rao, n.d.)

Institutional Repositories are becoming prevalent in the academic sector. In the face of rising costs, flat budgets, restricted access to information, and rapid changes in technology, scholarly practice, and patron expectations, libraries of any type or size have been challenged to maintain the depth of their collections and high-level services. IR is being established for a variety of reasons: to support the open access movement, to provide access to the publicly funded research, to provide open access to the institution's output and to support preservation.(Roy et al., 2012)

Institutions, including libraries, researchers, professors, and students, all gain advantages from implementing IR. Libraries play a key role in the successful development of IR projects; hence, librarians must possess essential ICT skills. Furthermore, support from senior management, clear policies on digitisation and copyright clearance, adequate budgeting, and strategic platform marketing are critical for the effective deployment and management of IR systems. (Ngure et al., 2015)

An IR comprises only digitally defined materials created by an institution, representing its intellectual outputs and focusing solely on scholarly content. It is open access, offering unrestricted access to its content.(Shearer, 2013) It is interoperable because its metadata can be harvested, allowing all documents to be searched and retrieved collectively, as if part of a single global collection accessible to anyone (Open Archive Initiative 2002)

An institutional repository comprises services provided by a university to help manage and share digital materials created by its community. The institution must commit to preserving these digital assets long-term when necessary, and to organising and providing access to or distributing them.(Lynch, 2003)An Institutional Repository serves as a digital archive of the scholarly work produced by an institution's faculty, research staff, and students. It is accessible to end-users both internally and externally, with minimal barriers to access.(Johnson, 2002)

An Institutional Repository (IR) is a digital platform capable of aggregating,

preserving, managing, and disseminating an institution's scholarly outputs, which encompass research papers, dissertations, conference proceedings, photographs, reports, and various other academic materials. It enhances visibility, guarantees long-term preservation, and promotes open access to knowledge resources.

This study details the development of the IR at Gondia Education Society's S.S. Girls' College, Gondia. It illustrates the step-by-step process of creating the IR, from initial planning to its online publication, supported by the association with the National Digital Library of India's IDR hosting services.

Objectives :

- The main goals of an institutional repository include providing open access to research outputs and digital assets like theses, reports, and faculty publications, enhancing global visibility, and preserving institutional heritage through digitisation.
- It aims to improve discoverability of research, promote knowledge sharing among faculty and students, and support teaching with accessible digital resources.
- The repository also seeks to showcase achievements, align with national initiatives like NDLI, and ensure long-term preservation.

Gondia Education Society :

Gondia Education Society (GES), founded in 1958 by philanthropist and Gandhian Late Shri Manoharbhai Patel, aims to provide affordable, quality education to impoverished East Vidarbha communities. Post-independence India needed development, and GES grew into a prominent educational organisation in Vidarbha and Maharashtra. It now includes over 12 high schools, more than 13 colleges across Arts, Commerce, Science, pharmacy, and engineering, along with Ashram Shalas, a military school, and employs over 5,000 staff serving 150,000 students. Continuing his vision honours his legacy.

S.S. Girls' College, Gondia, was founded in 1970 as Shrimati Saraswatabai Mahila Mahavidyalay, thanks to Shri Chintamanraoji Pimplapure, who donated in memory of his mother, Shrimati Saraswatabai. Led by Late Shri Manoharbhai Patel, the college has become a beacon of hope for girls from urban, rural, and tribal areas, providing access to higher education. It features modern infrastructure, including classrooms, labs, a library, reading rooms, and offices, setting a standard of excellence.. (Welcome to S. S. Girls' College Gondia, 2026)

SSGC offers a wide range of academic programs, including Arts and Science streams at the Junior College level, as well as Bachelor of Arts and B.sc. in Home Science, B.sc. in Fashion Design, and postgraduate courses in Home Economics, Geography, and Hindi at the degree college level. As we prepare for the new academic session starting in June 2025, SSGC invites you to join our community of scholars and embark on a journey of discovery, growth, and transformation. Be part of our legacy!

Our Vision :

"Where women are revered, there the gods reside."

The project "Developing an Institutional Repository for S.S. Girls College, Gondia" focuses on showcasing the college's intellectual and creative outputs. Established in 1970, the college has documents that reflect its cultural heritage. The investigator undertook the task of creating this IR using DSpace, with support from the National Digital Library of India (NDLI), developed by IIT Kharagpur. This effort was facilitated by the IDR (Institutional Digital Repository) service.

Collaboration with NDLI (National Digital Library of India) IDR support service :

The origin of NDLI is a story of shared vision between the Ministry of Education and NMEICT to create a digital library with a single-window search for learners across India. The project started as a pilot (NDLI Ph-I) in April 2015 and ran until September 30, 2017. Phase II was scheduled from October 1, 2017, to March 31, 2020, but was extended to March 31, 2021, due to the COVID-19 pandemic. Phase III began on April 1, 2021, and will run till March 31, 2026. The NDLI Portal was launched nationwide on June 19, 2018, at www.ndl.gov.in..gov.in. Digital Library of India (NDLI), n.d.;

National Digital Library Of India :

NDLI is a comprehensive platform with extensive resources for accessible e-learning and education in India. Managed by the Ministry of Education under NMEICT, it aggregates digital repositories across India, offering more than basic search and browsing, with various services for the learning community.

Federated searching helps learners quickly find resources through focused queries. NDLI offers personalised services, including exam prep for students and support for job seekers. It also provides research services for researchers and learners.NDLI hosts content in any language, supporting the top 10 Indian languages. It serves all academic levels, researchers, lifelong learners, and users with disabilities across disciplines and devices. It aims to help users learn from global best practices and explore interconnected information. IIT Kharagpur develops, runs, and maintains the platform.

IDR Support Service :

The National Digital Library of India (NDLI) continues to assist various Institutes and Organisations in the creation, management, maintenance, and sharing of their digital assets to foster knowledge development. This partnership between the SSGC Institutes and NDLI aims to encourage reading, research, and enquiry among students, academic teams, and management. It provides metadata and, in some cases, full access to copyright-free resources from the Institutes' repositories to improve accessibility and sharing. For institutes with limited IT capabilities, NDLI provides hosting and infrastructure support,

including a dedicated hosting URL, assistance with setting up the repository application (DSpace), and storage capacity options.(NDLI: IDR Hosting Service, 2026)

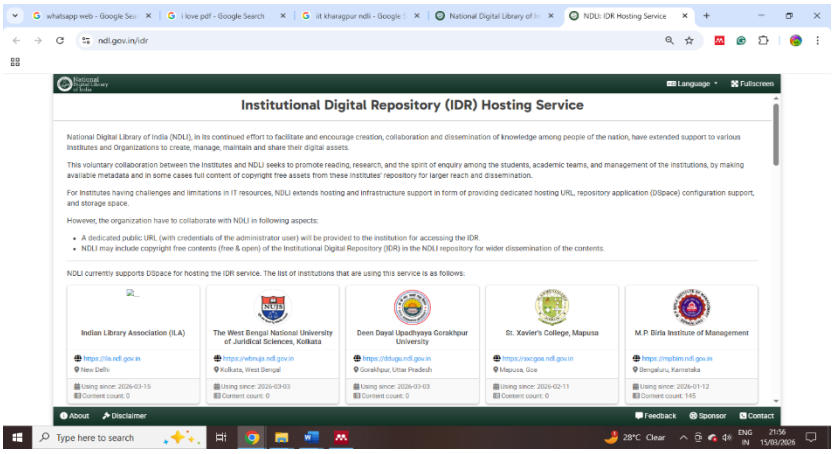


Figure 1 NDLI-Institutional Digital Repository (IDR) Hosting Services
Webpage link - https://www.ndl.gov.in/idr (Last Accessed on 15/3/2026)

However, the organisation must work with NDLI on certain points:

- The institution will be given a dedicated public URL, along with administrator credentials, to access the IDR.
- NDLI might incorporate copyright-free content (free and open) from the Institutional Digital Repository (IDR) into the NDLI repository for a broader society.
- The Collaboration ensured that the repository adhered to national digital library standards and practices.

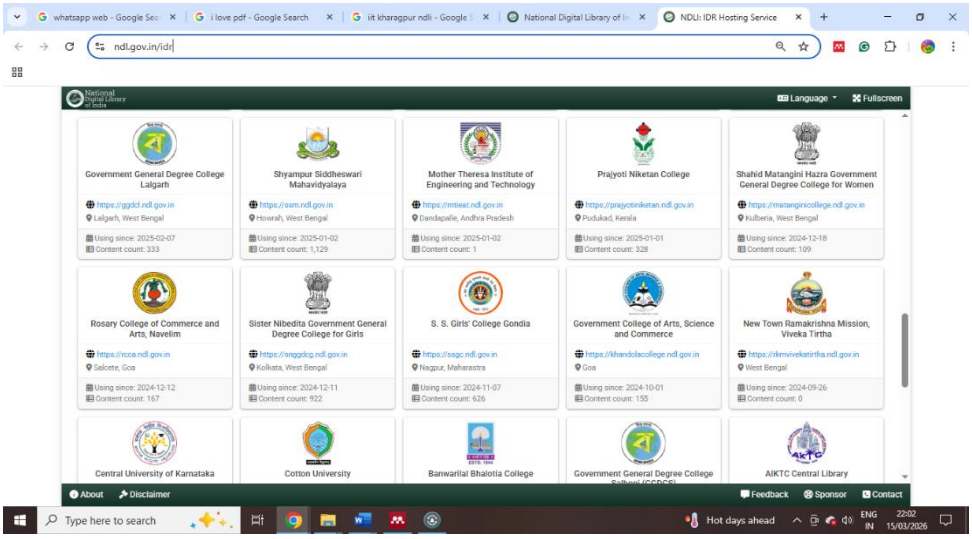


Figure 1.2 NDLI-Institutional Digital Repository (IDR) Hosting Services : S.S.Girls College, Gondia
Webpage link - https://www.ndl.gov.in/idr (Last accessed on 15/3/2026)

Repository Architecture and Structure :

The IR at S.S. Girls College will be built on the Dspace platform.The IR structure and organisation for S.S. Girls College will be designed to ensure easy navigation, searching, and retrieval of digital content. The proposed structure will be based on the DSpace platform, a widely used and accepted IR software platform.Version 7 of the Ubuntu Operating system installation by the IDR Support Team

Dspace follows a hierarchical structure: Communities- Represent major institutional units, collections- Group similar types of content, Items – Individual digital objects. For S.S. Girls' College, Gondia, this structure was carefully planned to reflect academic departments and institutional activities.

Creation Of Communities and Collections :

The organisational structure of an Institutional Repository in DSpace is based on a hierarchical model consisting of Communities, Collections, and Items. This structure reflects the academic and administrative framework of an institution and ensures a systematic arrangement of digital resources.

In the Institutional Repository developed for S.S. Girls College, communities were created to represent major academic departments and institutional units. Each community contains relevant collections that store individual items such as reports, research papers, event photographs, and academic documents. A total of ten communities were established to represent the diverse academic and co-curricular activities of the college.

1. Steps Involved in Community Creation :

The creation of communities in DSpace involves a structured administrative process:

Step 1: Administrator Login

The process begins by logging in to DSpace using authorised administrative credentials. Only users with administrative rights may create or modify communities.

Step 2: Accessing the Administrative Panel

After successful login, the administrator navigates to the administrative dashboard and selects the option “Create Community.”

Step 3: Entering Community Details

When creating a community, the system requires specific descriptive information:

Name of the Community :

This represents the department or institutional unit (e.g., Department of Library and Information Science).

Short Description : A brief overview of the community's purpose.

Introductory Text : A detailed description outlining the academic scope, activities, and objectives.

Copyright Text (Optional) : Specifies ownership and usage rights.

Sidebar Text (Optional) : Provides additional contextual or navigational information.

These fields help users understand the purpose and scope of each community.

Step 4: Assigning Roles and Permissions :

Authorisation settings define responsibilities, such as who can submit items, who can review submissions, and who can edit or manage content. This ensures controlled access and quality management

Step 5: Saving and Publishing :

After entering all necessary information and defining roles, the community is saved. It then becomes visible on the repository homepage as part of the institutional hierarchy. and then need to create ‘Collection’ for the created Community, while creating ‘Collection’ need to enter details as Collection logo, Name, Introductory text for collection, Short Description, Copyright text, etc. after that need to add ‘item’ in the ‘Collection’ of the selected community

- Entering Community Details
- Community is saved and visible on the Repository.
- Create ‘Collection’ in Selected Community
- Entering Collection Details in Selected Community

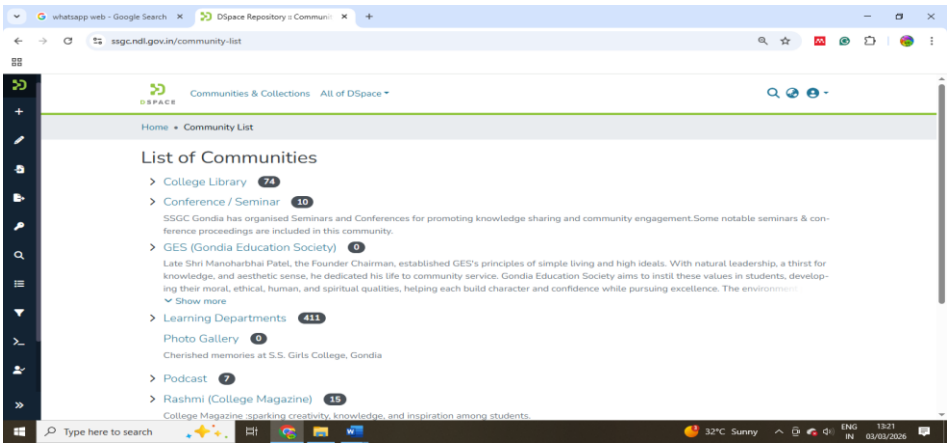


Figure No.2– Communities and Collections at SSGC IR

Metadata Entry and Standardisation in DSpace :

Metadata is essential for the effectiveness and findability of digital resources in an Institutional Repository. In DSpace, it follows the widely accepted Dublin Core Metadata Standard, supporting interoperability and uniform description of digital objects.While developing the Institutional Repository for S.S. Girls College, Gondia, emphasis was placed on precise and consistent metadata entry to ensure professional quality and improve visibility.

1. Metadata Entry Process :

- The metadata entry process happens during item submission and involves these steps:
- Choosing the correct collection
- Entering descriptive metadata
- Uploading the digital file
- Reviewing details before final submission

Each stage ensures that the item is properly documented and accessible.

2. Description of Major Metadata Fields :

The repository utilised the following core metadata elements:

1. **Title :** This field captures the precise title of the document or item. It is required and acts as the main identifier for the resource.Example: “Summary of PhD Thesis”
2. **Author / Creator :** This field lists the names of individuals responsible for creating the content, such as faculty members, students, or coordinators. If there are multiple authors, enter their names separately to ensure proper attribution.
3. **Subject / Keywords (dc.subject) :** Keywords describing the content are entered here. These terms enhance search accuracy and increase discoverability within the repository and on external search engines. A dropdown menu with numerous options is available; users should select keywords from this list or add new ones.
4. **Abstract / Description (dc.description.abstract) :** This section provides a short summary of the document's purpose and content, allowing users to assess its relevance prior to opening.
5. **Date of Issue (dc.date.issued) :** This field captures the publication or event date. If the precise date is not known, entering just the year helps keep the timeline organised.
6. **Publisher (dc.publisher) :** This field usually specifies the name of the institution responsible for publishing the document.Example: S.S. Girls College, Gondia
7. **Type (dc.type) :** This field specifies the document type, such as an article, report, photograph, thesis, presentation, technical report, 3D image, or audio recording. It assists with classification and filtering.
8. **Format (dc.format) :** Specifies the digital file format (e.g., PDF, JPEG, PPT) for

clarity.

9. **Language (dc.language.iso)** Specifies the document's language, such as English. A language menu is available; the administrator needs to choose from it. If the desired language isn't listed, select 'Other'.
10. **Rights (dc.rights)** Provides information on copyright and usage, explaining access conditions and intellectual property rights.

3. Importance of Proper Metadata Entry :

Accurate metadata entry is crucial for improving search engine visibility, facilitating harvesting by platforms like NDLI, ensuring long-term digital preservation, and maintaining standardisation and academic credibility. Well-managed metadata enhances retrieval efficiency and bolsters the institutional reputation in the digital academic landscape.

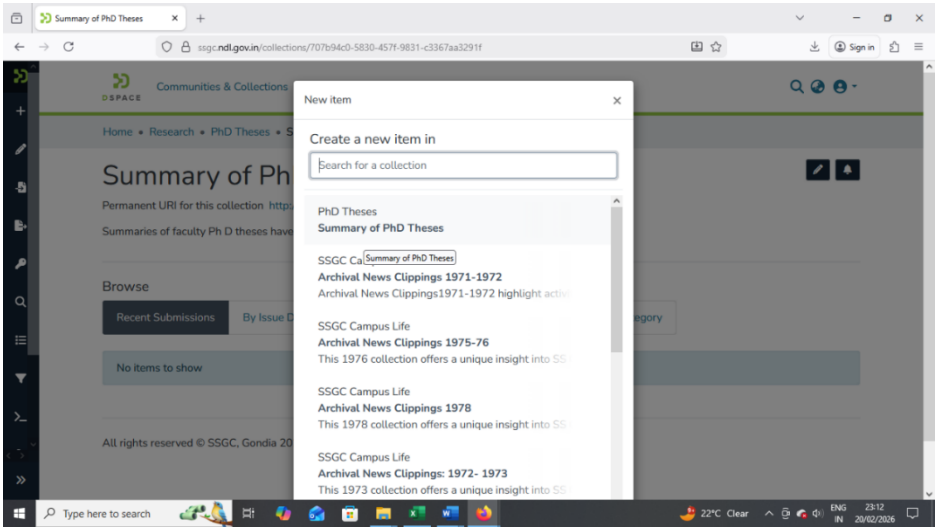


Figure No. 3 'Item' Submission workflow in DSpace

- 'Item' Submission
- Metadata Entry form During Submission of 'Item'
- File Upload Interface During 'Item' Submission
- Metadata entry Form of 'Item'
- PDF file of 'Item' has been uploaded.
- Accept the license of 'Item', then save and deposit 'Item'
- Visible 'Item' in IR on the DSpace Screen

Repository Structure of SSGC IR :

S.S. Girls College in Gondia is a well-known institution dedicated to offering quality education for women. The college frequently organises academic, cultural, and social awareness events, and promotes research and knowledge sharing. The college started creating an Institutional Repository to effectively manage its academic and institutional outputs.This IR was created to digitally store records and academic works that were previously kept in

physical form, making preservation and access more difficult. The repository offers centralised storage, easier access, and improved visibility of institutional content.

The SSGC IR is hosted on DSpace, a widely used open-source platform popular among academic institutions worldwide. It organises content into a hierarchy of Communities, Collections, and Items. DSpace supports standards such as Dublin Core and protocols such as OAI-PMH, which keep the repository accessible and interoperable with international systems.

The highlights of the Institutional Repository (IR) at S.S. Girls' College include its development on DSpace, Its architecture adheres to a hierarchical model comprising Communities, Sub-communities (where applicable), Collections, and individual items. This structured organisation facilitates systematic arrangement, straightforward navigation, and the enduring preservation of the institution's intellectual output.

1. Community Structure :

In DSpace, a Community represents a major organisational unit within the institution. At S.S. Girls' College, communities were organised around academic departments, administrative units, and institutional activities.

The following communities have been established:

- College Library (74)
- Conferences/Seminars (10)
- GES (Gondia Education Society (55)
- Learning Departments (411)
- Photo Gallery (60)
- Podcast (07)
- Rashmi (College Annual Magazine) (15)
- Research (16)
- SSGC Campus Life (90)
- GES : A Boon of Education (30)

Each community contains relevant collections that reflect the college's academic and administrative structure.

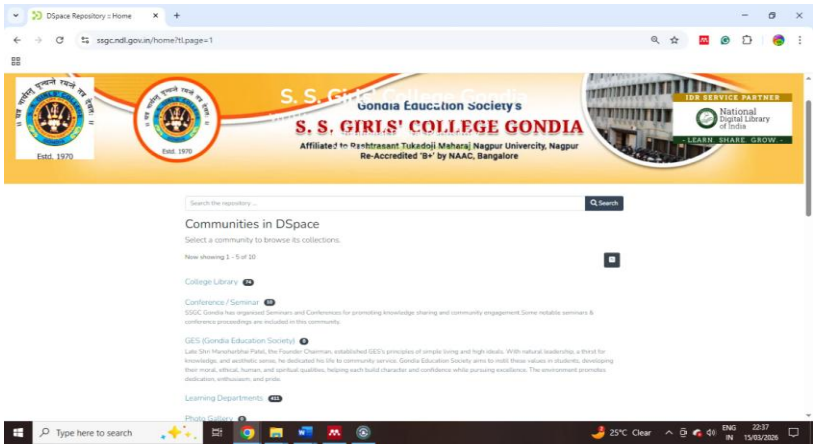


Figure 4 : Communities in SSGC IR - In DSpace
Weblink - https://ssgc.ndl.gov.in/home?tl.page=1(Last accessed on 15/3/2026)

2. Collection and Content Structure :

Community and Collection Structure of S.S. Girls' College Institutional Repository (IR)The Institutional Repository (IR) of S.S. Girls' College has been created with DSpace, an open-source software popular among academic institutions for preserving and sharing scholarly content. It is organised hierarchically into Communities, Sub-Communities, and Collections, mirroring the college's academic and administrative framework.This structured organisation ensures systematic archiving, easy information retrieval, and long-term digital preservation of the institution's intellectual and cultural outputs.

1. College Library Community :

The College Library Community in the Institutional Repository of S.S. Girls' College represents the library's academic, intellectual, and cultural activities. Developed using DSpace, the repository follows a hierarchical structure in which the Library Community preserves student creativity, official documentation, and the librarian's professional contributions.

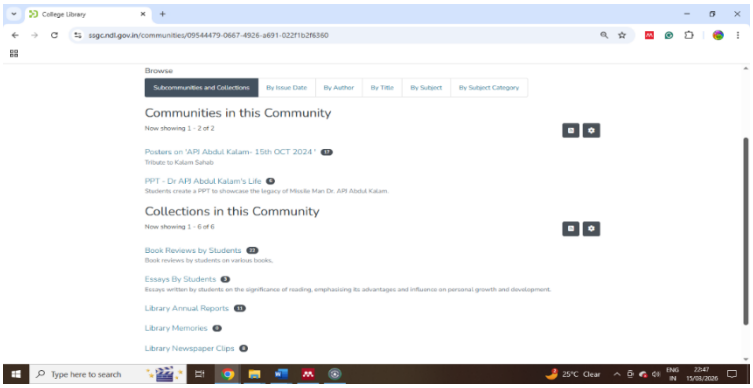


Figure 5: College Library Community – Subcommunities and Collections in IR
https://ssgc.ndl.gov.in/communities/09544479-0667-4926-a691-022f1b2f6360

Sub-Communities :

i) Posters on 'APJ Abdul Kalam – 15th October 2024' :

This sub-community features posters made by students to commemorate A. P. J. Abdul Kalam's Birth Anniversary. These posters showcase his vision, inspiring life story, and his contributions to science and education.

ii) PPTs on Dr A.P.J. Abdul Kalam's Life :

This section highlights PowerPoint presentations created by students, showcasing

their achievements and sharing motivational messages for youth. All of these presentations were shown at the' Power Point Competition' organised by the library department. Collections under College Library Community

iii) Book Reviews by Students :

Throughout the year, the college organised various competitions, with the' Book Review Competition' being the most prominent. This competition was held during the library day celebration and on October 15th, to mark DR APJ Abdul Kalam's Birth Anniversary. It features analytical and reflective reviews written by students, encouraging a reading culture and enhancing critical thinking skills.

iv) Essays by Students :

A collection of creative and academic essays prepared by students on various themes, events, and social issues presented in the "Essay Competitions' on various topics.

v) Library Annual Reports :

The Annual Report of the College Library was traditionally published at the end of each year. This official publication documents library activities, statistics, achievements, and development initiatives. It serves as an important administrative record. The report includes details of library programmes, orientations, activities, and extension efforts conducted throughout the year.

vi) Library Memories :

This collection preserves photographs and memorable moments related to library events, celebrations, and activities, thereby maintaining institutional memory.

vii) Library Newspaper Clips :

Newspaper coverage of library programs, competitions, and achievements is

preserved in this collection to document its history.

viii) PowerPoint Presentations by Librarian (Newly Added Collection) :

This collection comprises academic and professional PowerPoint presentations delivered by the librarian, Dr. Rajashree D. Wagh, during seminars, workshops, orientation programs, and awareness sessions. The PPTs include topics such as Library literacy programme, Orientation on electronic resources, Mobile online public access catalogue workshop, Library orientation programs, etc.

This IR highlights the library profession's contribution to preserving and disseminating information. It also highlighted the professional contribution in academic development and user education. The library collection also strengthens its intellectual heritage through systematic digital archiving within DSpace.

ix) Conference / Seminars Community :

In this community, conference, symposium, and seminar proceedings are archived and organised by the institution itself.

Collection : Conferences / Seminar Proceedings

This collection maintains the full proceedings of conferences and seminars, including papers, abstracts, brochures, and reports, ensuring that scholarly discussions and academic contributions remain permanently accessible. all seminars and conferences organised by SSGC, Gondia

Learning Departments Community :

The Learning Departments community mirrors the college's academic departmental structure and showcases a variety of intellectual and creative assets across departments. The most significant and extensive assets originate from the Extension Education department.This community includes the Extension Education Department and Collections includes -BSC Fashion Designing, BSC (Home Science)

i) Department of Extension Education (Home Science) :

The Department of Extension Education, one subject from the Home Science Discipline, actively promotes social awareness through posters and reports. The collections include:

Posters on Health (60+)
Posters on ‘Go Green’ (18)
Posters on Education (6)
Posters on Child Labour (11)

Posters on Equity (19)
Posters on Save Girl Child (63+)
Posters on Addiction (47+)
Posters on Dowry (7+)
Posters on Global Warming (40+)
Posters on Motherhood (12+)
Posters on Organ Donation (12+)
Posters on Save Water (13+)
Posters on Social Injustices for Women (34+)
Posters on Superstitions (24+)
Posters on The Environment (31+)
Posters on Unity (23+)
Posters on Women's Empowerment (14+)
Reports written by students as a survey (4+)

These collections demonstrate the institution's commitment to social responsibility, gender equality, and environmental consciousness. They emphasise social awareness about crimes against women and women's rights. All social issues are depicted through these digital posters. In the future, the quantity will grow since this subject is a practical component of the Bsc in Home Science Degree.

ii) B.Sc. in Fashion Designing :

SSGC provides a 'BSC Fashion Design' degree program. This collection is designed to archive students' academic projects and practical reports in fashion and textile studies.

iii) B.Sc. in Home Science :

SSGC offers a degree program titled 'BSC in Home Science'. In the IR department, all relevant and generated documents from this division are maintained in digital format, with assignments, project reports, fieldwork documentation, and presentations categorised by subject. In this, 3 projects were uploaded.

iv) Home Economics :

Home Economics is a humanities subject offered at our institution, which maintains a postgraduate department. This compilation encompasses practical work, nutritional research, family resource management reports, and documentation of community outreach activities.This collection will encompass all humanities subjects—such as Geography, Political Science, Sociology, Economics, History, Hindi, regional languages, and others—in digital format. It preserves a comprehensive range of academic materials, student research, essays, and departmental publications related to the Humanities.

Podcast Community :

Collection Title : 'Politics in Perspectives – Podcast'

Audio podcasts function as a versatile instrument for education and the dissemination of knowledge. They facilitate convenient access to information while individuals are mobile, cater to auditory learners, and broaden dissemination avenues through platforms such as Spotify. They are ideally suited for enhancing academic learning, encouraging discussions, or supporting open educational practices. This compilation includes audio recordings of academic lectures on political and modern topics. The podcast initiative promotes digital learning and encourages students to develop their analytical thinking skills.this collection includes audio podsects specially created by mr. Sandip Rahul, Assitant professor, Political Sciecce Departments.

Rashmi (College Magazine) Community :

The annual college magazine titled "Rashmi" is preserved in digital format within the repository. Rashmi, the college magazine, provides a platform for students to express themselves through articles, poems, and write-ups. It helps improve their writing skills, showcases their talent, and fosters creativity and self-expression.

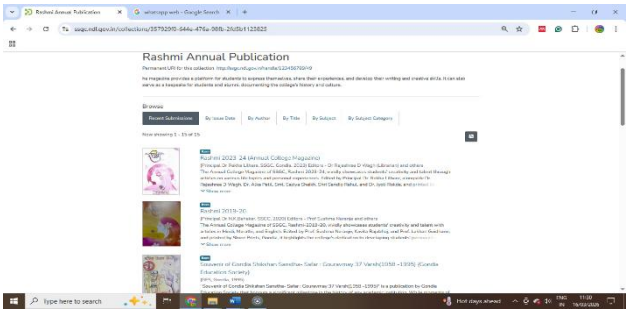


Figure No.4.32 'Rashmi' Annual Publication of SSGC,Gondia

Collection: ' Rashmi Annual Publication'

The magazine provides a platform for students to express themselves, share their experiences, and develop their writing and creative skills. It can also serve as a keepsake for students and alumni, documenting the college's history and culture.

This collection includes annual editions of the college magazine, featuring literary works, activity reports, student achievements, and creative expressions. It contains articles and write-ups by students. Issues of 'RASHMI' from 1978 onward are available here. Digitising the magazine helps preserve the institution's creative and documentary legacy for the long term.

Research Community :

The research community showcases the institution's academic excellence.

1) Minor Research Projects (MRPs) Collections are systematically organised by subject area, including English, Geography, History, Home Science (Textile & Clothing), and

Library Science.These collections feature completed Minor Research Projects conducted by faculty members since 2008, highlighting their institutional-level research activities.

2)Ph.D. Theses Faculty PhD theses (3+). This compilation highlights doctoral research conducted by faculty members, enhancing the college's academic reputation. Sub-community in this community is ‘ Summary of PhD Theses’, in which there are 4+ summaries uploaded.

‘Synopses of PhD. These (6+). This collection includes approved research synopses and synopses of completed PhDs, providing visibility into ongoing doctoral research. The research community substantially augments the institution’s prominence within academia and advances transparency in research practices.

SSGC Life Community :

The college activities play a vital role in shaping a student's personality, skills, and future. These activities are designed to provide a platform for students to explore their interests, develop their talents, and enhance their overall college experience. All college activities are grouped under SSGC Campus Life. This community maintains the institution's historical and cultural heritage. In this collection, news clippings from 1970 have been digitised and uploaded; they are bifurcated as follows:

Archival News Clipping (1971–72) 7+

Archival News Clipping (1975–76) 14+

Archival News Clipping (1978) 12+

Archival News Clipping (1972–73) 17+

Archival News Clipping (1974–75) 10+

‘Jagar Janiv’ Abhiyaan 2013-14 – News Clippings 31+

SSGC Reports 1+

Awards :

These collections document press coverage, historical milestones, and recognitions received by the college, thus preserving its legacy for future generations.

Photo Gallery :

The photos visually document the journey, including the institution's history since 1970. The Photo Gallery collection digitally archives images of academic events, cultural programs, extension activities, seminars, celebrations, and key institutional moments. It

functions as a visual record of college life and accomplishments.

GES -A boon of Education :

This community focuses on the 'Gondia Education Society', mainly collecting digital assets like documents, publications, and photographs. GES, established during the 'British Raj' by philanthropist Late Manohar bhaiji Patel, has historical significance. This framework safeguards the college's assets, enhances institutional identity, academic transparency, and long-term knowledge management..

Challenges and Lessons Learned :

As a librarian, I faced several challenges while developing the Institutional Repository (IR) for S.S. Girls College, Gondia, Maharashtra. Despite not being an IT professional, I overcame these challenges through self-study, online resources, and guidance from IDR hosting services.

Challenges :

1. Lack of technical expertise: As a librarian, I did not have prior experience with DSpace or any other IR software. I learned the technical aspects of DSpace through online resources, including the Lyrasis manual, YouTube videos, and online forums.
2. While creating metadata for digital content, I encountered challenges that required understanding various standards like Dublin Core and learning how to implement them effectively.
3. Digital copying and saving: I faced challenges while copying and saving digital content. I needed to learn about various file formats, such as PDF, JPEG, and MP3, and how to convert them to compatible formats.
4. Content selection: I faced challenges while selecting content for the IR. I had to ensure that the content was relevant, accurate, and up-to-date.
5. User engagement: I encountered difficulties in promoting the IR to users. I needed to increase awareness of the IR and its advantages and motivate users to contribute to it.
6. Copyright and licensing issues: I had to ensure that the digital content was properly licensed and that copyright laws were not violated.
7. Accessibility and usability: I needed to make sure the IR was accessible and usable for everyone, including users with disabilities.
8. Scalability and sustainability: I had to ensure that the IR was scalable and sustainable for the long term.
9. Integration with existing systems: I had to ensure that the IR was integrated with existing systems, such as the college's website and library management system.
10. Budget constraints: I had to work within a limited budget to develop and maintain the IR.

Lessons Learned :

1. Importance of self-study: Author learned the importance of self-study and online resources in developing the IR. I learned about DSpace and metadata standards through online resources.
2. Collaboration with IDR hosting services,They provided guidance and support throughout the project and helped me overcome technical challenges.
3. Keeping a record of progress: a diary to track progress, note down challenges, and record solutions.
4. Digital literacy: author learned about digital literacy and its importance in developing the IR, gained knowledge about different file formats, metadata standards, and digital content management.
5. User engagement - Author raised awareness of the IR and its benefits and encouraged users to contribute to it.
6. Importance of copyright and licensing the importance of copyright and licensing in digital content management.
7. Accessibility and usability: learned about the importance of accessibility and usability in IR development.
8. Scalability and sustainability: learned about the importance of scalability and sustainability in IR development.
9. Integration with existing systems: I learned about the importance of integrating the IR with existing systems.
10. Budget management: I learned about the importance of budget management in IR development.

Overall, developing the IR for S.S. Girls College was a challenging but rewarding experience. I learned valuable skills and knowledge, and gained experience in developing and maintaining an IR. I hope that this project will serve as a model for other institutions and inspire them to develop their own IRs.

Future Plans and Sustainability :

1. Continuing education and professional development: Author plan to enhance knowledge of DSpace and metadata standards to ensure that the Institutional Repository remains current and pertinent.,
2. Intend to gather user feedback and assess the Information Retrieval (IR) system to identify areas requiring enhancement and implement necessary improvements,
3. plan to continue promoting the IR to users and encourage them to contribute to it,
4. Plan to collaborate with other institutions to share knowledge and best practices in developing and maintaining IRs,
5. Plan to explore new technologies, such as AI and machine learning, to improve the IR and make it more efficient.
6. Evaluating the impact of the IR
   The Institutional Repository (IR) for S.S. Girls College has been successfully developed and implemented using DSpace with the support of IDR services of NDLI. To ensure the long-term sustainability and effectiveness of the IR, the following plans

have been identified:

Conclusion :

The community and collection structure of the S.S. Girls' College Institutional Repository is carefully designed to reflect the institution's research, administrative, academic, and cultural aspects. By organising content into coherent communities and collections within DSpace, the repository guarantees systematic digital preservation, improved visibility, and straightforward access to institutional resources.

Sustainability :

To ensure the long-term sustainability of the IR, the following strategies will be employed:Institutional support: Secure institutional support and funding for the IR., Collaborate with other institutions and organisations to share knowledge and resources, Engage with users and encourage contributions to the IR., Implement a digital preservation plan to ensure the long-term availability of the IR's content., Open access policy: Implement an open access policy to promote the sharing and reuse of the IR's content, By implementing these plans and sustainability strategies, the IR for S.S. Girls College will continue to grow and thrive, providing a valuable resource for the college community and beyond.

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