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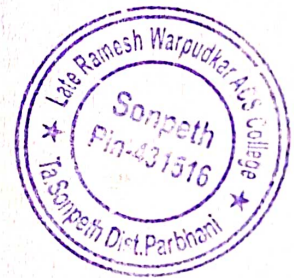
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February 2020 Special Issue-22 Vol.7

# Current Global Reviewer

Peer Reviewed Multidisciplinary International Research Journal  
PEER REVIEWED & INDEXED JOURNAL



**Chief Editor**  
**Mr. Arun B. Godam**

**Guest Editor**  
**Principal, Dr. Aqueela Syed Gous**

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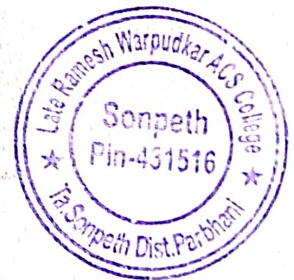
## The Role of Language and Literature in Unity in Diversity

Chief Editor

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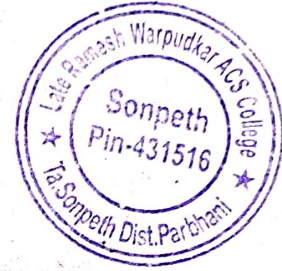
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## Index

1. Digitization and Building a Digital Library ✓ 1  
Dr. Anant B. Sarkale
2. Developmental Challenges Of Adolescents 4  
Dr. Chetana V. Donglikar
3. The effect of achievement motivation and aggression on sports 7  
Dr. Deepak Pandey & Dr. Syed Khurshid Alam Geelani
4. Phonological Means Used in Print Advertisements 9  
Dhanaji Arya
5. Gender Discrimination in Mahesh Dattani's Tara 13  
Dr. Ahilya Bharatrao Barure
6. Role Of Women In Human Development 16  
Dr. Alka P. Tatkalkar
7. Financial Fraudulent Practices And Preventive Measures 18  
Dr. Durgadas D. Choudhari,
8. A Comparative Study Of Depression between Softball And Cricket Inter Collegiate Male Players 21  
Dr. Mrs. Kalpana B. Zarikar
9. A Comparative Study Of Mental Health Between men And Women Inter Collegiate wrestling Players 23  
Dr. Shekhar N. Shirsath
10. A Study Of Personality Characteristics Of Sports Participant And Non-Sports Participant Of College Students. 25  
Dr. Vinod Nagnath Ganacharya
11. Study Of The Problems Of Girls About Participation In Sports Competition At College Level 27  
Dr. Chandrasen Udhavrao Saruk
12. Physical Education and yoga a Biggest necessity for Public health 29  
Dr. Prakarsh Ramkrishna Kakde
13. Women's safety – An analytical study of Nagpur City. 32  
Dr Seema A. Pande
14. Sports and social media research : A review 34  
Mansi Maheshrao Kulkarni., Prof. R. M. Chavan.
15. The Brave and Extraordinary Sanskrit Scholar Pandita Ramabai Saraswati Deshpande Monica Madhukar 36
16. Hypocrisy and Deceptiveness of Brahminhood in U.R. Ananthamurthy's Samskara Mr Vikram S Dhanve 38
17. The Role of woman in developing scientific Attitude at secondary school level 41  
Dr. More V.P, Muley R. G
18. The Role of Muslim Women's in freedom struggle Movement: With special reference to Abadi Bano Begum (Bi Amman ) and Hazra, Matangini Dr. Mustak Ahmed 43



#### 4. Improved Preservation:-

Since the electronic documents are not prone to physical wear not tear, their exact copies can easily be made, the digital libraries facilitate preservation of special and rare documents and artifacts by providing access no digital versions of the entities

#### Need of Digitization

There are three main needs for digitization two or all the three of them may apply to your digital library project.

1. To preserve the documents: that is to allow people to read older or unique documents without damage to the originals.
2. To make the documents more accessible, this is to serve the existing users better, e.g. to allow the users to search the full text of the documents or to serve more users than envisaged in remote locations, e.g. more than one person at time.
3. To reuse the documents. It means to convert documents into different formats, e.g. to use images in a slideshow and to adopt the content for a different purpose.

#### Different Stages in Digitizing Documents

Registering, scanning, Optical Character Recognition, proofreading and formatting producing the final versions.

##### 1. Registering:

Before Scanning large number of documents there is the need first register them and use a filing system to keep their track. If not you risk misplacing handcopies, losing files skipping steps in the process or duplicating work, perhaps without realizing it. There is also the risk of losing electronic versions of files because they have been misnamed or saved in the wrong subdirectory. Moreover, a good filing system is vital, so everyone in the digitizing team knows what he is supposed to do, and he can fill in for another person in case of absence.

##### 2. Scanning Documents

It is necessary to clean and dust off the documents to be scanned make sure that all the pages are present and in the right order. If the document is in poor conditions try to find a fresh copy. If it is a sheet fed scanner, cut the document open to get individual sheets to feed through the scanner. If necessary you can rebind the documents later. If you do not want to damage the documents, you can photocopy each page and feed in the photocopy through the scanner, though this uses a lot of paper and reduces the quality of the scan. To scan a document on a flatbed scanner, place it face down on the scanner places or put these pages into the sheet feeder. Then, in the software, choose a setting, resolution and color and scan each page of the document at the setting you have chosen.

##### 3. Optical Character Recognition (OCR)

Optical Character Recognition (OCR) software converts a scanned image into a text file that a word processor can read. To do this, it must first recognize where the text is on the page. The software breaks the text blocks down into lines or into an individual character. It tries to match the image of each letter against patterns, it recognizes as an 'a', 'b', etc. There is a problem to encounter with languages that use Latin scripts with accented character. As a solution, you should use the OCR software that is specific for language.

##### 4. Proofreading:

This is the act of making corrections to the document text and layout. This is done in two ways:

- a. Comparing the scanned text on the screen with the hardcopy and entering the corrections directly into the computer. The word processor's spellcheckers will help in spelling errors quickly.
- b. Printing out the scanned text and comparing it with the original copy. Mark any corrections on the printout, and then enter them into the computer. This is a slower method, but may be the best option if there are no enough computers for each proofreader.

##### 5. Reformatting:

The Optical Character Recognition (OCR) software may produce a document that consists of straight text, no columns, no headers and footers. There is the need to reinsert these by hand or correct where they appear on the page. There may be also need to change the type face, heading styles and so on, to make the document more attractive and readable. Alternatively, you may be able to adjust the setting of your OCR program to preserve the layout of the page.

##### 6. Final Version:

For many documents there is a need to add some information to the text so that readers can identify it easily. As for a book you must make sure that the book title, the author or the editor, the publisher and the publication date are all included. As for chapter in a book, you should include the title and the author of that chapter and the original page numbers in the printed version of the book. As for the journal articles you should include the journal title, the date, the volume and the issue number, the article title and the author and the page numbers in the original printed journal. In Other words there is the need to add metadata to describe each document.

#### CONCLUSION:

The digitization of everything is a step change even greater than the Invention and adoption of the internet, primarily because of the scale and pace of change the benefits acceptable from digitization of the library collections cannot be quantified. Aside making the library collections viewed and accessed at anytime from anywhere, printing is also possible from the web. The library collection will also be open and made accessible to a much larger user-base within and outside the university community. In addition, users can easily find the required materials quickly and independently with

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s stress and without having to border the library staff. This ultimately may lead to enhanced stage of the library  
lections and facilitate efficient and effective teaching and learning process. For libraries in developing countries to be  
vant in place necessary infrastructure at the local and national level. Library management also needs to accord high  
rity to computerization and digitization. It is when this is done that libraries in developing countries of the world can  
oad their peculiar local content to the world information database. For every organization and it is important to assess  
ability and capacity for change before deploying a digital strategy.

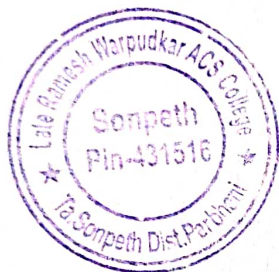
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