

BEST PRACTICE 1

COMPREHENSIVE LIBRARY PRACTICES FOR STUDENTS



Objective

To facilitate supplementary knowledge required to complement the degree, through knowledge enhancement and refining the attributes of students as Graduates.

The Context

Library is the heart of a College. Its role today is to not only provide books but to also create awareness and facilitate growth of the mental wellbeing of students.

The Practices

The Library provides to the students comprehensive services that include: a) resource provision - physical form and digital. b) Knowledge dissemination through circulation of paper cuttings c) Internship d) Literary competitions : Book Review competitions e) Class wise Orientations f) Book bank services g) Library Related Activities

Evidence of Success

- | | |
|----------------------------------|--------------------------------------|
| 1) Internships by Library | 2) Reading Skills Competition |
| 3) Book Bank Facility | 4) Orientations Taken |

Problems Encountered

Sometimes disheartening that students prefer to reading in digital form. Also very meticulous efforts need to be put to encourage students for the usage of all the library services.



BEST PRACTICE 2

DIGITIZATION AND CREATION OF INFORMATION SYSTEM

Objective

To ensure effective maintenance and easy retrieval and reference of relevant official documents to assist effective decision making.

The Context

Documents come as relevant evidences of the activities conducted. Hence, should be securely stored for easy retrieving at all times. The most effective way is digitalizing the documents.

The Practices

IQAC took this initiative and informed the Department / Committee which is organising the activity maintains records as relevant as evidences, such as attendance sheets, photographs, reports and copies of letters, etc.. These are scanned and mailed to the IT department which stores the documents. Personnel records are also digitized.

Evidence of Success

The practice of systematic digitization of documentation has helped the institution with an up-to-date information system. It has also helped the institution with the SSR upload for its 3rd cycle NAAC assessment and grading.

Problems Encountered

Technology can have sometimes glitches, which can be overcome in time. Some staff members not very tech-savvy have problems with the process, however, training them has helped to resolve this.