Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **Best Practice 1:** **1. Title of the Practice:** *Paperless Office Work* **2. Objectives of the practice:** The main purpose of introducing paperless, online office work is to ensure hassle free transactions with the stakeholders on the one hand and to make the whole system of office work environment-friendly by avoiding paper documents. **3. The context:** Keeping in view the dearth of support staff and difficulty in facilitating quick service to the stakeholders, mainly to the students and teaching and non-teaching staffs, this paperless transaction is introduced. Besides a group of computer-educated teaching and non-teaching staff also contributed to the online practices. **4. The practice:** These are various fields in which online transactions, i.e., paperless office work is done. For example: **A.** The entire admission process from application to university registration is conducted online. **B.** All notices, academic & administrative, are served digitally through the college website and WhatsApp groups. **C.** Payment of fees is also made through online payment process. **D. Access** to the college library for the students and teachers is also available online through our e-library facilities. **E.** Application for different scholarships for the students is also received and processed through online arrangement. **5. Evidence of success:** **a.** All official documentation requirements are successfully sent to the incumbents through email or official WhatsApp account and group. **B.** Printing cost as well as cost of paper has gone down drastically. **C.** Setting up of E-library has also reduced the usage of paper. **6. Problems Encountered and resources required:** Although, the paperless office of our college is a success, there are some constraints due to lack of adequate number of trained staff and high-power computers. Moreover, some of our students are first generation learners and coming from economically backward sections. They suffer from net connection and proper digital support. **Best Practice 2:** **1. Title of the practice:** *Upgradation of College Central Library* **2. Objectives of the practice:** The objective of recent upgradation of our college library is to provide uninterrupted access to the library resources in these days of lockdown due to Covid-19 pandemic. The whole economy, social relations, teaching-learning etc. have suffered a lot for months. In this situation our library

division and collage authority have taken some steps to cater to the academic needs as all students and teachers.

3. The Context: The library committee of our college in a meeting held on 08/02/2021 resolved unanimously to introduce a new portal to facilitate the access to the library resources for students, teaching and non-teaching staff. The new system has been operating since 9th February, 2021. As the portal is very user friendly, everyone is getting access to the resources. Primarily the portal was launched for the students. Later on, it has been extended to the teachers, non-teaching staff and other stakeholders.

4. The practice: Service and facilities, the students, teachers and non-teaching staff are getting from the new library access portal are really unique. The whole system provides a range of services and facilities through on-line mode, which is undoubtedly a very useful practice during this pandemic situation.

First of all, there is an E-document delivery system for the students which consist of mainly textual documents which are required for semester-based studies. This includes scanned copies of parts of some textbooks, power point presentation; study material, Internet resources etc.

Secondly, E-documents for the teaching and non-teaching staff include journal and other official documents along with books and internet resources.

Thirdly, Students may very easily access subject wise information, like video lectures, study materials, E-resources etc.

5. Evidence of success: It has been evident that a good many number of students, teaching and non-teaching staffs are benefited from this new portal of e-library resources. The 'log-in' system is very easy as it is evident in the library website.

6. Problems Encountered and resources required:
  i. Due to the copyright infringement issue, we are unable to provide the whole e-material as found wanting by the students.
  ii. Even after receiving the material, students are facing some eye problems due to harmful blue light emission from digital devices i.e., smartphone & desktop screens.
  iii. In case of smart phones, browsing educational contents in very small font causes dizziness and fatigue.
  iv. To support and improve further technical upliftment and more library staffs are required.
  v. To maintain copyright issue it's necessary to purchase the copyright from the publishers which need a significant amount of financial support.
  vi. E-copy preparation for old books has a risk of mutilation. So, new editions should be purchased.

Provide web link to:
  • Best practices in the Institutional web site
  • Any other relevant information