

Best Practice I-

- (1) **Title of the Practice:** Library as a Resource hub for students.
- (2) **The Objective:** The library of the college has been emerged as one of prime sources of all pedagogy inputs for the students. The library has become very effective for students to acquaint them with the academic ambience of higher education.
- (3) **The Context:** The college is located at a peripheral location in Beldanga- a suburban area of Murshidabad district nearly 170 km away from the state capital Kolkata. The college, *albeit* situated in a Municipal town, is surrounded completely by rural areas consisting of 13 Gram Panchayats; which is why, majority of the students are either first- or second-generation learners. It is for them a resourceful library has been set up.
- (4) **The Practice:** S.R.F. College with its present infrastructure has a specious composite library building. With its horizontal extension, the library has a super built area of nearly 4500 sqft. The library is configured with 41,624 books in total (inclusive of 4006 books from H.S./P.U./Old syllabus). They are segregated as: Text books= 26047, Reference Books=15350 & Books for job orientation/competitive examination= 227 as on 30th June,2020. There are 4 departments for whom the collection of books is relatively higher than other subjects. In fact, science subjects have been introduced much later in the college and the students, at the same time are more fond of studying the Arts subjects as mentioned above. To be more specific the number of books for the aforesaid subjects is: Bengali-9807, Political Science-4661, Philosophy-4283 and History-3779. The library is a good source for scholars and academicians resorting to research activities. The library is subscriber of 101 journals of different disciplines and of types. Some worth mentioning journals are- EPW, The Indian Economic & Social History Review, South Asia Research, Indian Journal of Finance etc. The library is a subscriber of one of UGC-CARE listed journals, namely- Indian Literature in the English discipline since June 2018. The focus is on to keep journals which are mostly multidisciplinary in type and indexed in nature. In consonance with the guideline of UGC career advancement scheme, the library plays the proactive role to direct students to have an overall overhaul of various job-oriented magazines and periodicals. The library at present has 28 such types of magazines and periodical with the voluminous collection of 7447 numbers of journals in total. Some nationally acclaimed magazines are- Competition Success, Competition Refresher, Achievers, Civil Service Chronicle, Careers 360 etc. Some magazines like Yojana, Desh, India Today, Frontline, Sportster etc. are subscribed as good means of General Knowledge and Current Affairs for the students. Job oriented newspapers which are also a handsome source of GK, current Affairs, Reasoning etc. are subscribed. They are Employment News, Karma Khetra and Karma Sansthan. The library has digital database and is subscribed to N-List. The faculties are entitled to access e-books and e-journals through this digital platform. The library is partially automated with the ILMS software KOHA having version 3.18.03 since 2016. There are separate reading rooms for the students and staff having capacity of nearly 100 each. In the student's reading room, there is provision for OPAC (Online Public

Access Catalogue) for the students and the reading room for the teaching staff there is provision for OPAC search and browsing as well. The library offers extension services to the ex-students, researchers as well for study purpose and reprography. Referral services are also being offered to the students and scholars visiting library in pursuance of study materials. The college meticulously maintains records of University level question papers since 1986. It also keeps study materials, data etc. in CDs, DVDs. There are 29 such CDs & DVDs, at present, in total. Moreover, it also keeps certain types of Survey of India maps. In every year, library of the college organizes orientation programme for the students in which issues regarding OPAC, KOHA, concept of book bank etc. are discussed. One such programme was organized on 26th November, 2019 (Tuesday).

- (5) **Evidence of Success:** Alongside good teaching support, the library has played an all-important role to secure good marks for the students in University level examinations. During 2019-20, there are 32 students in Honours subjects who registered above first class marks. Again, for the academic year 2019-20 there are 40 students who were absorbed in government services.
- (6) **Problems Encountered and Resources Required:** There are 16 regular programmes with 4605 students in total during 2019-20 in the college. Thus, the number of potential readers for library resources is significantly high; but in practice owing to dropping out from college, lack of apathy in study, low interests in visiting library etc the actual number of students studying and accessing books is lower as opposed to what expected. The situation became further worsen for the students from mid of March, 2020 onwards when institutions of higher education were closed due to the outbreak of Covid-19.

Best Practice II-

- (1) **Title of the Practice:** Consolidation of applicability of computerization in academic and administrative work template of the college.
- (2) **The Objective:** The sole purpose of full computerization of the office is to guarantee efficacy in the academic and administrative works.
- (3) **The Context:** The manual handling of the office work has almost been replaced by computerized operating system. Computerization of office work and bookkeeping is one step forward towards setting up of e-governance.
- (4) **The Practice:** Digitalization of office and academic activities. Students are now admitted through online portal of the college in consonant to the government directives. Maintenance of office ledger and folio (digitally as well as in hardcopy). Collection of fees from students, disbursement of various scholarships etc are operated on digital mode. With the inception of CBCS system, digital classes have been arranged in the

smart class rooms for the students. The e-learning modules are being uploaded in the website and some teaching staff has started uploading audio/visual classes in their own way on the YouTube platform. Besides, the college has also arranged several digital interactive sessions for the teaching and non-teaching staff so as to make them more acquainted with the newly introduced CBCS academic system.

- (5) **Evidence of Success:** The digital mode of work has made the admission process, students' registration and other office works a paperless administration. These paperless records are not only easy to maintain but it also has ecologically sustainable values. With the advent of Covid-19 pandemic, as the college was closed since mid of March, 2020; University of Kalyani- to which the college is affiliated- started operating examination, evaluating answer scripts and uploading marks in online mode in a strictly time stipulated manner. The college accomplished this blended mode of examination in all respects as already mentioned and never fell short of time. The head of the departments, in this regard, have been directed to have close liaison with the IQAC coordinator, Teachers' council secretary and the Head of the institution as a whole.

- (6) **Problems Encountered and Resources Required:** All students- particularly those who get into admission in the first Semester- are not completely accustomed with the online admission procedure e.g. input of data, handling with the payment portal etc. This is so, because they are not equally tech savvy- which is why; for admission or other digital mode of work many students have to rely on someone other or they are resorted to the nearby cyber cafe. However, from the point of view of college, the successful execution of online admission, uploading of files etc depends largely on how effectively i.e. in a time saving manner, the third party software operator reciprocates.