

Best Practice I

- **Title: Library Orientation Programmes for Effective Library Usage**
- **Objective:** “As we read so we produce”-herein lies the actual role of Library. The College Library is the most valuable campus resource - a productive and inspiring space to study. The underlying principle of Library Orientation is to make library use easy and effective for students at all course and difficulty levels. Better usage of library resources certainly enhances the academic quality in the institution.
- **Context:** Library Orientation Programmes (LOP) are particularly meant for new entrants to increase their skills at finding information, motivating them to develop a close association with books for referral study in all disciplines. LOPs disseminate knowledge about finding books, journals, encyclopaedia, E- journals and help in building up a strong bridge between known books of popular usage for a certain subject and rare books available in the library for more detailed research. Adaptation of a research- minded approach begins from its onset. Accommodating a large number of students eager to use the reading room is a challenge which the Librarian seeks to overcome with a well-organized LOP.
- **The Practice:** The College Library reflects the government initiatives in the field of higher education and its role in promoting initiatives for teaching, research and extension activities in higher educational institutions. The institution seeks to ensure that the medium of information is not restricted to print media alone and cloud information is also available. Rigorous LOPs are held during the academic session in several batches for disseminating information about the open-access shelves containing text and reference books and other relevant books pertaining to the syllabus, the 5-user Libsys LSease- software, computers for OPAC searching, display racks for latest informational resources, cheap reprographic facility, online resources, etc. LOPs also assist the under-graduates in writing dissertations providing information on subject specific documents, directories, manuals and online references. Open-access shelves assist the students to search for text books and reference books at their convenience. They draw the inquisitive student with inclination to look beyond the narrow confines of the syllabus towards more advanced readings. The N-List facility and competitive exam manuals help the aspiring students. Students learn about the CCTV surveillance system, rules and regulations, method of home issue, strictness of discipline inside the library and consequences of infringement of rules. During LOPs, students meet the library staff who

assure them of all possible help in the matter of library usage. The College Library thus remains the great conservator and facilitator of learning.

- **Outcomes:** Outcomes of LOPs get reflected in the increasing frequency of student visits to the library for reading, note-taking, home issue of books and for accessing online resources. In 2018-19, the total number of registered readers including repeat readers was 4534, total number of books issued to students in various disciplines was 1362, out of which 1116 books were Honours course books and the rest Generic subjects. N-list has been an important source of study material. In 2018, 7035 pages of study material were downloaded against a number of 3243 in 2017, indicating a tremendous 117 % increase in the course of one year. LOPs are undertaken with the intention of achieving a significant improvement in the usage of library facilities. LOPs have been actually found to encourage students to access library resources confidently and use the reprographic facility as required.
- **Problems:** Problem is encountered during rush hours when the reading room gets crowded. Students are compelled to look into a large volume of prescribed study material and photo copy a number of them within a short time. The library administration follows a systematic procedure to ensure orderly issuance and return of books, comfortable and effective reading room use and provision of reprographic material as per the requirements of the students.

Best Practice II

- **Title: Fulfilling Institutional Social Responsibility through NSS**
- **Objective:** Social involvement develops in the young minds in school where they begin sharing their things with classmates and helping one another. More fruitful and applicable approaches will strike these minds when they reach higher levels of education in colleges and universities. The opportunity of voluntary community service at college and university level becomes easier through NSS because the motto of NSS is “NOT ME, BUT YOU” and the purpose is “Education through Service”. The NSS volunteer places the ‘community’ before ‘self’. This is the third dimension of education namely value education. Students ardently and wholeheartedly join the NSS to uphold the value system in the College.
- **Context:** Despite huge strides made by our country in science, technology and commerce, a big percentage of the population still lives below the poverty level deprived of even the basic amenities of life including education. There is lack of interest, communication,

encouragement and facilities. Active participation of youth which is fortunate enough to get enrolled in higher education institutions is required for the sustainable development of all groups, regions and the society. NSS volunteers are the most effective agents who can accomplish the task of disseminating awareness about many essential aspects of a physical and mental health among the downtrodden. They are enthusiastic and can work wholeheartedly, confidently and with open minds. The activities of NSS Unit-1 of the College certainly reflect the government's policy of promoting "swacchta" or "cleanliness" and community welfare, especially in areas where there is need to spread awareness regarding these issues. However, the most important hurdle is that, such activities of social responsibility require time and resources which the students do not have in plenty. Funds crunch prevent them from undertaking major activities. Also, the College being a girls' institution, the Program Coordinator needs to devise suitable plans to engage the girl students in activities which can be both fruitful and safe. Visit to remote village areas or to disaster-stricken areas is carefully planned.

- **Practice:** The College has only one NSS Unit with 130 volunteers actively engaged in rendering several social service activities in and outside the campus. Off campus activities are often planned in coordination with the Social Awareness Club and Social Outreach Committee.
 - (i) A Health Consciousness Programme was undertaken in association with Vivo Healthcare Institute on 28th September, 2018 on first aid treatment during sudden mild heart attack, snake bite and in object swallowing. The Physiotherapist spoke on physiotherapeutic treatments.
 - (ii) A 7-day Special Camp on Health and Social Awareness from 10th April to 16th April, 2019 in association with Baruiipur Sitakundu Sneha Kunja (BSSK) and Indian Cancer Society was held in Baruiipur Sitakundu Sneha Kunja (BSSK) campus. The main moto was to provide free medical aid to the poor villagers and build up social awareness on health, hygiene and sanitations. The three team doctors treated 213 people suffering from different diseases. Free medicines, food and transport facilities were distributed to the patients. Awareness campaigns were conducted in nearby villages of Sitakundu Sneha Kunja (BSSK). These stressed on the necessity of maintaining hygiene (prevention of garbage accumulation, littering, spitting, urinating and defecating in open), clean surroundings, safe drinking water, water conservation and prevention of dengue and malaria. NSS volunteers made young village girls aware about gender rights, menstrual health and

hygiene, nutrition, social issues like child marriages, child abuse, child trafficking, career development etc.

- (iii) The NSS UNIT-1 and Social Outreach Committee of the college teamed up to send donations to the Kerala Flood Relief Fund on 4th August, 2018 through 'GUNJ; a voice, an effort', a non-profitable NGO.
 - (iv) In campus cleaning drives, NSS volunteers cleaned the college lawn.
 - (v) In a Tree Plantation Programme, NSS volunteers planted saplings in the plantation area.
- **Evidence of Success:** The NSS in the Institution makes a golden opportunity to the students for more community engagement. The active involvement in voluntary services and outreach activities reflects on the NSS Volunteer's attitude, skill, manner and behaviour. Theoretical knowledge is put to practical use in community services. The College NSS volunteers made this evident in the 7-day Special Camp where they made poor illiterate villagers about health, hygiene and sanitation and prevention of dengue and malaria.
 - **Problems:** The biggest challenge for the NSS Unit was to access the remote area. The girls needed to be escorted by the teachers. Sometimes NSS volunteers were very enthusiastic but not as hardy as they should have been for the particular type of activity. Very often the beneficiaries of the programmes are wary of new people approaching them and remained unresponsive. Resources too were a problem and were met through funds sanctioned by the College as it was difficult to obtain external funds.