BEST PRACTICES
OF
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Best Practice 1

1. **Title of the Practice:** RFID Library Management System
2. **Objective of the practice**:
   - To automatically identify individual books.
   - To carry data in tags and to retrieve data at suitable time and place.
   - To provide easy circulation of books.
   - Easy detection of theft.
   - To ensure smooth easy and return of books.
   - To save time of the librarian by automatizing their tasks
3. **Context:**

   Number of books in the library increased year after year. Due to introduction of new CBCS system and modification of syllabus new books had to be kept in the library. The number of books increased in the library and management of the books became a tedious task. It became a challenge for the librarian to manage such huge type of collection of books. Thus the institution decided to use Radio Frequency Identification technology in library.

4. **The Practice:**

   The college had integrated library management software named Koha since 2017. To upgrade the system and utilizing RUSA grant the new technology RFID management system was introduced in our library. In this system each and every book in the library was RFID tagged. A Middleware software has been used to integrate the already existing Koha and RFID in our library. Library staff handle lending, returning, sorting, tagging etc. of books using RFID tags in this system. Due to this the librarian can easily locate the RFID library books marked with RFID tags. When the books is carried to the librarian counter from the shelf, the library staff can either activate or deactivate the electronic article surveillance bit in the book's tag. When the book is burrowed the surveillance bit is deactivated. Nobody can pass out of the library gate with an unborrowed book as the electronic gates detect theft by raising alarm.

5. **Evidence of Success:**
   - It saves the student's precious time who would have otherwise waited in the queue for lending and borrowing books.
   - The time of the library staff is also saved as they don't have to record information of incoming and outgoing books.
   - Theft detection has become easy as a result loss of books has decreased.
   - Taking care of the books and making them available for the students have become easy.
   - Offers flexibility and convenience of returning library items at any time of the day, even when the library is closed.

6. **Problems encountered and Resources Required:**
   - Maintaining the system requires high cost.
   - Trained person needed to handle the management system.
   - Hardware related issues like tag collisions.
   - High speed internet connection is required
   - Uninterrupted power supply is needed.

Best Practice 2

1. **Title of the Practice:** Initiating online mode of teaching- learning in Pandemic era.
2. **Objective of the practice:**
   - To conduct teaching remotely on digital platforms.
   - To ensure completion of syllabus in time.
   - Assist the students with soft copies of learning material.
   - Maximising the use of educational technology for online tutoring.
   - Conducting examinations online
   - Transforming formal education into online education with the help of virtual class
3. **Context:**
   COVID-19 has resulted in shut down of institutions. Teaching learning had come to a halt and students are out of classroom. To cope up with this situation the institution has adopted teaching- learning on digital platform. Not only teaching learning for smooth running of the administrative work and for conducting the internal meetings online mode has been adopted. Thus an attempt was made to transform this formal education system and a shift was made from face to face teaching to virtual classes.
4. **The Practice:**
   After the onset of lockdown in March 2020 people started remaining at homes and maintained various precautionary measures like social distancing. In this new situation when students and teachers both stayed at home conducting teaching and learning initially became very difficult task. But gradually several internal meetings were held

among the teaching members along with the head of the institution to start teaching learning in digital platform. Hence decision was taken to start virtual classes keeping in mind the forthcoming University examinations and completion of syllabus. As a result all the departments started taking online classes in Google meet/ Jio Meet Zoom platform. Whatsapp group of each semester separately for Honours and General students are created along with that emails are also used for dissemination of information to the student. The classes are taken following a routine specially prepared for this situation by the academic sub-committee of the College. The first University Examination (B.A/ B.Sc Part III) was conducted with the help of MS Xlink software. All the University examination related parameters were followed in this software. Students could download the question paper in the day of the examination from this college portal and after the examination they submitted their answer scripts in the respective departmental links in created in the software. All the teacher had their separate login ids through which they could check the answer scripts. Apart from this regular attendance is being taken using Google form which saves lots of time of the teachers.
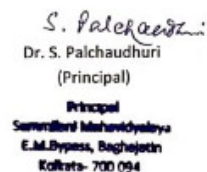
5. **Evidence of Success:**
   - Completion of syllabus in time
   - Reaching maximum number of students through this mode.
   - Many students coming from remote areas joined the virtual classroom who would have otherwise missed regular face to face classrooms.
   - Teachers prepared e-materials as per the syllabus, took online classes as per time table and uploaded material after the class.
   - Helped the students to be touch with lesson outside the four walls of classrooms.

6. **Problems encountered and Resources Required:**
   - Few of the students come from remote areas with low socio- economic condition and most of them did not have smart phones thus few of them could not participate in the online lecture creating digital divides.
   - Sometimes lack of motivation was noticed.
   - Unstable network connection sometimes led to discontinuation of classes.
   - Lack of scope for meaningful interaction and range of innovative teaching.
   - teachers unable to read the face and mood of students
   - Uninterrupted power supply and high speed G internet connection is needed.
   - Conducting online practical classes were challenging for the teachers.
   - Proper counseling service to cope up with this changed situation is needed in order to maintain the mental health of the students.

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