

BEST PRACTICES OF THE COLLEGE

ACADEMIC SESSION - 2014-15

Best Practice I: *Digitization of Library:*

Building a good digital collection has been a common task, pervasive in all types of libraries. Digitization becomes more and more crucial, affecting libraries while they work towards becoming digital. Researchers and practitioners would like to know what practices have been developed to deal with the challenges that pose the most significant problems or concerns for libraries in digitization. Through probing some widespread issues on what materials to digitize, and the associated standards and technologies in digitization in library, the College has taken initiative to digitize the College Library. Library is fully automated with library management software SOUL 2.0 with barcode enabled system and all modules are run very well. In this library acquisition of library of reading materials, cataloguing, circulation of reading materials, serial control etc. all are done. Library is connected with internet connection. Membership ID for each and every reader is provided. The students are provided the barcode enabled library card. The circulations of Documents are running with computer based library management software SOUL 2.0. Its online public access catalogue (OPAC) is available in 10 computers including borrower's details. Scanner, printer, Barcode reader is available in the library. This digitization will help faculty members and students to access the books easily from the library.

Best Practice II: *Use of LED lights:*

The use LED luminaries in the institution will cut energy and maintenance costs of the institution drastically. As our institution experiences high occupancy of energy throughout the day and even at night comprising of various areas like corridors, stairs, classrooms, office, labs, hallways, College premises at night time etc, making them vulnerable to accidents and mishaps, use of LED lights can save the institution of this kind of untoward situations. It also ensures the safety of students and staff.