

BEST PRACTICE -1

1.Title of the practice:

Digital Services of Library (DSL)

2.The Context:

Digital information has changed the way we learn, communicate and the way we think. Technology-based services are essential for providing up-to-date information to user communities. Information is placed in a digital form to its users. Today, libraries are embracing the digital world. Libraries are acquiring access to large quantities of electronic materials, thereby providing their users' materials easy to access at anytime and anywhere. This allows the students and faculty of the college, to access e-resources and regular services easily. The COVID-19 pandemic lockdown made it difficult for learners to physically access library resources. This led to expediting the process of online services in our library.

3.Objectives of the practice –

- To use information Communication Technology (I.C.T.) innovatively and appropriately
- To bring the library closer to its users and thus increase its usage.
- To enable learners to access electronic information.
- To provide an information-rich environment that supports and encourages excellence in research.
- To provide access to a large repository of e-resources.

4.The Practice –

To be Online services of the library, a separate library website is developed by the librarian based on Google-sites which is linked to the college website as a separate library page. There are various main pages like Home, About Us, Services, Search and Activities highlighting online useful services available. It gives user centric online library's services such as Current Awareness Service (CAS), Ask the Librarian, Library's Readers Group, QR Code, Literature Search Service, Free Online E-resources etc.

N-LIST –The library has taken membership of N-List (**National Library and Information Services Infrastructure for Scholarly Content**): A college component of e- Shodh Sindhu consortium with access to **6,000+ e-journals, 1,99,500+ e-books** under N-LIST and **6,00,000** e-books through NDL.

DELNET (Developing Library Network) –

This gives access to millions of Networked Library Resources through DELNET. **2,90,00,000+ Books** available for loan,**40,000+ list of Journals, 5,000+ Full-text E-journals,1,00,000+ Thesis/Dissertations**,which gives access to various databases.

Services –

- The library notice board updates readers on a new development in the library. The library has a blog page, flag counter and Calendar. In its services section, the library provides readers information about new arrivals, Library reader group, books for you, QR code service, current awareness service, self-learning and inter loan facilities information.
- The online Web-OPAC (Open Public Access Catalogue) depicts the online library database of resources like books, and journals. The library is automated with Koha-ILS Software which is developed by Katipo Communications, New Zealand. Library users can search books by Accession Number, Call Number, Author, Title, Subject and publisher. This serves as a remote access service for all library users.
- Activities organised by the library like virtual exhibitions and webinars enabled its users to participate from anywhere.
- Institutional Repository created has helped users to access the syllabus, college's annual reports, important articles in newspapers and old question papers.

- **Online Courses –**

SWAYAM – NPTEL the Largest online repository in the world of courses in engineering, basic sciences and selected humanities and social sciences subjects is made available through this portal. The college has started a local chapter of SWAYAM also.

- **Open Course Ware –**

The library has brought together here various platforms offering free open courses which can help its users to enhance their skills, employability and careers thereby becoming job ready.

- 1.e-PG Pathshala - INFLIBNET Centre
2. EGYanKosh- a National Digital Repository
3. The National Programme on Technology Enhanced Learning (NPTEL)
4. Coursera 5. Udacity 6. MIT Opencourseware(OSW) 7.Edx:
8. The Open University 9. Canvas Network 10. Open2Study
11. Open Course Ware Consortium 12. Khan Academy

5.Impact of the practice –

Students and faculty have started using various online services.

DELNET has 204 users,

N-List – 40 faculty members and 83 students accessed 1,929 pages in the year 2021-22.

N-List Usage Pattern -

2017-18				2018-19		2019-20		2020-21		2021-22	
Sr. No.	Usage	Users	Pages Visited	Users	Pages Visited	Users	Pages Visited	Users	Pages Visited	Users	Pages Visited
1	Students	36	1469	15	818	83	4280	338	2112	47	1571
2	Faculty	22	1276	10	574	40	6275	25	3845	69	358
3	Total	58	2745	25	1392	123	10555	363	5957	116	1929

SWAYAM, Coursera, free online resources, Institutional Repository and many others were used.. In 2021-22, total number of 683 students and staff enrolled for different Swayam courses. These facilities have helped faculty in preparing content for lectures, research papers, research studies, preparing for NET and SET exams etc. Students use these digital services for projects and preparing for exams as the material is available anytime. This had helped distance learning in the college especially during the pandemic when access was limited, with regard to providing reading material at the user's convenience.

6. Obstacles encountered and strategies adopted -

Our college is located in Vasai, which is in Palghar district designated as a tribal zone. Students coming to the college are from economically challenged families and many are first- generation learners Many do not have access to individual android mobile phones and data usage. The use of academic digital content is sparse. So motivating them to use digital content is a challenge.

Library orientation lectures are conducted by different departments to inform learners on the various services offered and ways of using the library resources, digital as well as physical. Organising of book exhibitions, Library week, celebrations of birth and death centenary of important personalities like A. .J. Abdul Kalam, S. R. Ranganathan help to inspire learners towards reading and books.

7. Resources required-

Upgrading the library from time to time is a necessity, to provide its users with new resources and services. A library budget becomes a constraint to bring upgrades. There is a need to have more monetary provisions. Library staff also needs training regularly in the new digital techniques for which resources need to be mobilized.

BEST PRACTICE - 2

1. Title – Online Admission Process through ERP system

2. The Context –

The admission process followed earlier was manual, which made it time consuming and tedious for students seeking admissions and also to administrative staff. In the present era of Information and Communication Technology, there Is a need for admission process to incorporate technical updates. A large volume of applications received makes entry of data difficult. Student data is required in various functional areas of the institution for example – library, examination, attendance, fee collection, issuing identity cards, preparation of results

etc causing duplication of data. Student data is also required to be submitted to the University, Joint Director office from time to time. The ERP software, admission module helps in generating reports and data as needed. The ERP system records data of the student from the time of admission till the time the student leaves the institution.

3. Objectives of the practice –

- To provide a faster, transparent and easy way of maintaining records.
- To collect fees of the students online for better accounting.
- To facilitate generation of various statistical information of students.
- To use technology in the admission process.
- To save manhours of administrative staff.

4. The Practice –

The college follows the student admission module provided by Master soft ERP Solutions Pvt. Ltd. This helps candidates from a wider area to apply. All the admissions at the UG and PG programs are handled by the module. The college website ggcollege.ac.in gives an overview about the college, its vision and mission statement, academic programmes and courses offered, prospectus, admission process, faculty, administrative structure, various activities like NSS, NCC, DLLE and facilities like library, gymkhana etc.

The admission process is completed in the following manner –

- The admission portal in the college website is activated. Students can click and apply through the online registration page. Guidelines for admission are given
- Merit lists are generated through the software on the basis of applications filled.
- Students upload scanned documents, marksheets.
- Admission committee verifies the forms, documents and marksheets online.
- After confirmation of the admission form, the payment link is sent to the student.
- Students make the payment via link and after can download the fee paid receipt.
- All the student data is digitally stored
- Allotment of classes, roll no. is done through the software.
- Student data is used for preparing seating arrangement and results of semester end exams.
- Students app helps students get information about their fee payment status, divisions, roll no., attendance, upcoming lectures.

5. Impact of the practice-

- Admission process is being completed fast. Processing time is reduced. Manpower and manhours are saved. Admission process is made paperless. All the 3791 undergraduate and post graduate courses admission were done through the Mastersoft ERP module.
- The process supports administration to generate statistical data of students, program wise, course wise, caste wise, category wise, male female statistics. Students information can be updated easily and it is reflected across functional departments. The software helps easy and quick generation of student information for reports.

6. Obstacles encountered and strategies followed-

The college is located in a semi - rural area . Interruption in internet or data connectivity, power supply is very common. Due to lack of knowledge of using the system, students queries increase. To overcome this , guidelines to admission process are provided on the website , ppt of the admission process is also circulated in the whats app group of various programs. Mentors address the queries of their students. Admission committee and helpdesk helps to resolve difficulties of candidates via phone.

7. Resources required -

The ERP system to work seamlessly, requires high speed internet connectivity, Server and UPS for continuously supply of electricity. Technical support to help resolve day to day issues. Trained administrative staff to use the ERP modules. Proper training also is to be given to the end users to reduce queries.
