

7.2.1 Describe at least two institutional best practices (as per NAAC) Format

Response:

Best Practice-III

1. Title of Practice: **Digitalization of Library**

2. **Objectives of the Practice**

- To enhance the level of accession to books by the users-students, Research Scholars and Teachers.
- To make the library transactions efficient, the fast and simple.
- To maximize the operational feasibility of library catalogue by incorporating multiple search options.
- To improve the accuracy of accounting and handling of library stock.

3. **Context**

The conventional methods and procedures adopted in the library management system were found to be inadequate to meet the demand and requirements of the students and the research scholars. So it was decided by the college management to digitize the library management services in order to enhance the efficiency and accuracy of the delivery of services.

4. **The practice**

- The link to the LMS application is provided in the college web portal rsgc.ac.in. all the users are provided with user ids sign up.
- Users can log in to the library portal with their login credentials.
- Users can search for books and journals using key words in their electronic devices. Lending and returning/renewing are carried out in the General and Department libraries.
- All users are provided with barcodes of their user ids. Barcode representing accession numbers are affixed in the books.

- The barcodes of the users and the books are scanned using scanners during library transactions.
- Usage reports are periodically generated or whenever there is a need for it.
- Management of library stock is made easy and simple.

Other important programmes are: -

Evidence of Success

- There is a marked rise in the demand for books by the users.
- Locating and accessing books become simple and easy.
- There is an increase in the number of students / who visit the library to enquire about books.

5. Problems Encountered and Resources Required

Problems Encountered

- Users faced some difficulty with the digital operation of the application in the beginning. However, users found it easy in the course of time.
- Since it is a user defined application, data on problem in operation could be collected only when users reported them.

Resources Required

- Computer infrastructure to provide e-learning content and digital resources to the users in a shared environment.
- Incorporating a surveillance mechanism (RFID/Camera) to contain misuse and theft of books
- Allocation of two permanent library assistant posts and one office assistant post.