



**RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMUS),
THANJAVUR-613005**

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

Best Practice-I

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.

Best Practice 2:

1. Title: Green and Clean Campus

2. Objectives of the Practice:

- To create awareness and social obligation relating to environment protection and its maintenance.
- Making campus clean and plastic free and other hazardous free substances.
- To transform the students physically fit, mentally alert and emotionally balanced.
- To integrate yoga, meditation, sports and cultural activities for the comprehensive educational experience.
- To train the students to adapt themselves for the changing environment and social scenario.
- To fill the gap between professional knowledge and social life.
- To enable the students to obtain will power and mental strength through meditation utilizing the facility that the campus provides as an integral part of education.
- To develop the personality of the students interms of intellectual, physical and mental wellbeing.

3. The Context:

Rajah Serfoji Government College has been steadily marching ahead since its inception focusing on the overall growth of students, sustaining its core value of service, integrity, and discipline. The institution strives to make the students with healthy mind and healthy body. The Institute is very conscious towards conservation and safety of environment. The institute nurtures plants and greenery both inside and outside of the campus. All classrooms and Library of the Institute are well structured with natural illumination. It supports conservation of environment and joining the movement against pollution ozone layer depletion. Students' physical and mental fitness are challenged in recent times owing to the continuous exposure to the unrestrained social media. Therefore, sports, yoga and meditation have been the hallmark activities which are recognized as one among the best practices of the institution by the internal and external stakeholders. The institution believes that sports are indispensable constituent of the holistic education and it helps the students to develop social relationship, leadership quality and above all, the traits of a well-trained personality.

4. The Practice:

The college has always tried to make green and clean campus and continuous steps are taken towards it. From the various event and programs which tries to create environment consciousness making eco friendly environment.

The institution conducts association meeting in each department to upgrade environmental production. Activities such as quiz, essay writing, elocution, debates, group discussions etc., are held in order product the environment of the college.

To developmental strength, yoga is a valuable practice followed since India's ancient period. It embodies a holistic approach to health and well-being.

Above all, the green campus with different varieties of trees provides a splendid ambience and plays the role of a teacher who facilitates the students with social values.

5. Evidence of Success:

The college has NSS, Green club, NCC, YRC, Alumni Association, environment club, Clean Thanjavur club which conducts activities related to green and clean campus. A large numbers of tree species have been planted in college campus for making the green campus.

Protest-free campus and gender amity with zero harassment environment

Alumni Association , Rotary club, NSS students have planted 500 samplings in the campus and they have created a small forest behind the administrative building .In recent times, students have designed a campus clean drive under Swachhata Bharat Abhiyaan.

The college has a dream to make such awareness throughout region, state and national level that will need public participation and government funding. We do have several other best practices like Free of cost Dress Code with ID, Scholarships to toppers from college trust etc.

6. Problem encountered and resources required:

- Need more financial assistance to provide best equipment to the keep the campus clean and green.
- To address this issue, additional financial support is required to provide more facilities in the campus.