

## Best Practice I

### Extension Activities(NSS and NCC) Best Practices (2018-19)

<b>Title of the Practice</b>	Extension activities of NSS and NCC
<b>Objectives of the Practice</b>	<ol style="list-style-type: none"><li>1. Responsibility sharing and delegating duties for collective –living Inspiring communal harmony</li><li>2. Motivation for development of inter-personal communication skills</li><li>3. Practical solutions after analysis of the problems/ needs of the community and thus developing problem-solving skills</li><li>4. To develop a sense of responsibility towards civic and social community</li></ol>
<b>The Context</b>	The NSS and NCC unit of the college has been active since inception. The college NSS and NCC units focus on the social development as well as motivate the students to work for the college and community.
<b>The Practice</b>	The college NCC and NSS unit performs various activities , outreach programmes in this year. <ol style="list-style-type: none"><li>1. Observation of various programmes and days</li><li>2. Outreach programmes and social service- activities related to psychologically challenged, women, environment and others.</li></ol>
<b>Evidence of Success</b>	<ul style="list-style-type: none"><li>● There is an increase in the number of volunteers and cadets over the years</li><li>● They are motivated to work even in the odd situation</li><li>● Motivation to the other students</li></ul>
<b>Problems Encountered and Resources Required</b>	<p>A common problem that NCC &amp; NSS face is that of infrastructural inadequacy. Since this college shares its building with two other colleges, space constraint prevents the unit from organizing events on a larger scale. Limited financial resources also act as a constraint.</p> <p>The active support of the institution and teachers are helpful for these units to perform well.</p> <p>Resource Required –</p> <ul style="list-style-type: none"><li>● Financial resources. the fund provided by university and others is not sufficient</li><li>● Administrative support</li></ul>

	<ul style="list-style-type: none"> <li>● space</li> <li>● Laptops, printers, ground etc</li> </ul>

### Central Library Best Practices (2018-19)

<b>Title of the Practice</b>	BEST USER AWARD
<b>Objectives of the Practice</b>	To motivate college students and faculties to exploit library resources intensively as a support for their curriculum and make them useful for their assignment and examination purpose.
<b>The Context</b>	The main objective of the library is to cater services to its user with the available resources. First two law of Library Science describe the full use of library resources. To increase the use of library resources it was decided by the Library Committee to introduce Best Library User Award to motivate students as well as faculties to use Library vigorously.
<b>The Practice</b>	The library takes an active part in the orientation programme organized by the institute for the benefit of new students in the beginning of academic year. Users are informed about the library to familiarize them with various resources and services available for them along with rules & regulations. At this orientation programme Librarian announce about Best Library User Award and related norms. The Best User is selected every year from the library and awarded on the occasion of prize distribution, since 2012. Depending upon the number of reading materials used by a user to read, handling of books, punctuality he /she proves to be an excellent reader. The user who behaves sincerely, politely and is an excellent reader in the library is selected as Best User by the librarian. This was one of our innovative schemes to attract users towards the library.
<b>Evidence of Success</b>	<ul style="list-style-type: none"> <li>● There is an increase in the number of users, who visit the library to enquire about books.</li> <li>● Reading space is occupied most of the time by the students.</li> <li>● Students are encouraged to do assignments by using Library resources.</li> </ul>

	<ul style="list-style-type: none"> <li>● This award attracts the students towards the library and helps in not only boosting the usage of the library by the students but are effective in making him/her a habitual user of the library and a lifelong learner.</li> </ul>															
<b>Problems Encountered and Resources Required</b>	<p>Problems Encountered –</p> <ul style="list-style-type: none"> <li>● Users are reluctant to sign in manual attendance register.</li> <li>● Sometimes demand for a particular resource increasing at a rate which made scarcity of that resource for time being.</li> </ul> <p>Resource Required –</p> <ul style="list-style-type: none"> <li>● Acquisition of multiple copies of highly demanded resources.</li> <li>● Needed to increase reading spaces.</li> <li>● Allocation of one dedicated library staff.</li> </ul>															
<b>Notes (Optional)</b>	<table border="1"> <thead> <tr> <th data-bbox="570 905 760 940">Year</th> <th data-bbox="760 905 1036 940">Name</th> <th data-bbox="1036 905 1461 940">Class/ Department</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 940 760 982">2017-18</td> <td data-bbox="760 940 1036 982">Suman Nath</td> <td data-bbox="1036 940 1461 982">B. A. (Hons. in English)</td> </tr> <tr> <td data-bbox="570 982 760 1024">2017-18</td> <td data-bbox="760 982 1036 1024">Kuntal Mitra</td> <td data-bbox="1036 982 1461 1024">Dept. of Bengali</td> </tr> <tr> <td data-bbox="570 1024 760 1066">2018-19</td> <td data-bbox="760 1024 1036 1066">Bikram Shaw</td> <td data-bbox="1036 1024 1461 1066">B. A. (Hons. in Hindi)</td> </tr> <tr> <td data-bbox="570 1066 760 1100">2018-19</td> <td data-bbox="760 1066 1036 1100">Debasree De</td> <td data-bbox="1036 1066 1461 1100">Dept. of History</td> </tr> </tbody> </table>	Year	Name	Class/ Department	2017-18	Suman Nath	B. A. (Hons. in English)	2017-18	Kuntal Mitra	Dept. of Bengali	2018-19	Bikram Shaw	B. A. (Hons. in Hindi)	2018-19	Debasree De	Dept. of History
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