

## **BEST PRACTICES**

### **1. Ward System**

Mentoring session through ward system is conducted on a regular basis. The session is compulsory for every student to attend without fail. The mentoring parameters are based on four aspects i.e. academic, attendance, career and general. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, and mid-term and end-semester exam) and attendance records. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal and Head of the Departments so as to ensure quality and efficiency in practice. The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions. It is evident that there is improvement in mentees discipline, interaction and communication skills and in students' attendance. Establishment of a vibrant relationship between teachers and students through Ward System has provided a congenial atmosphere in the class room as well as in the campus.

### **2. Maintenance of Environment Friendly Campus**

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

Greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The Institution works out the time bound strategies to implement green campus initiatives. These strategies are incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus.

The institution tries to work with students, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives (GCI) are undertaken to enable the institution to develop the campus as a living laboratory for innovation.

The Principal of the institute plans to save energy at the institute level. This will not only save the money but make the institute self sustainable.

Save Energy will be the motto of every day's working in the institute. The students, faculty and staff are given the following tips to save the energy.

### Save Energy TIPS

- Activate power management features on your computer and monitor so that it
- will go into a low power “sleep” mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are
- not in use.
- Use the fans only when they are needed.
- Unplug appliances not plugged into power strips (like TVs, Refrigerators,
- ACs, tea/coffeepots, printers, faxes, and chargers etc.)

The college has environment friendly green campus with lots of plant species. The college regularly maintains these plants species. The campus is tobacco and plastic free zone. The college also maintains precaution in making disposal of the laboratory wastes. Nurturing the sense of patriotic commitment by encouraging contributions to national development, like organizing Tree Plantation programs in and around the college.

## **Rainwater Harvesting**

The institute attempts to work in the direction of Rainwater harvesting. Rainwater harvesting is the collection and storage of rain, rather than allowing it to run off. Rainwater is collected from a roof-top surface and redirected to a deep pit so that it seeps down and restores the ground water.

## **Digital Library / E-Learning Centre**

Library, as a vital information resource centre of an organization or community, has to be insured for and ensured with the latest information handling tools to excel in performance. The emerging information technology has brought about perceptible changes in the information storage, transmission and retrieval processes. The advent of microcomputers and massive storage media has opened the new vista for introducing the library database management system quite contrast to the traditional library resource management. The three development phases of the modern library are The Paper Library , The Automated Library and The Electronic library. Our college library is in the second phase. Library Automation work began with 4 System, Printer and Library Software with the expense of Rs1,95,312 under UGC grant. On 12th October 2015 Library Software was Installed in the Library.

The creation of Bibliographic Database is the first and foremost task that any Library Automation System should address itself. Library reading material-resources are broadly divided into Monographs, Nonbook materials and e-reserves. Next Important area is Circulation. It keeps the library collection dynamic and vibrant. It is one of the Modules that comes into direct contact with the users. In view of the changing demands of the library, it provides a lot of options at the Superuser control. Here the transactions are so transparent that all details about the documents in circulation are faithfully recorded. Two types of checkout are possible - general is meant for all library documents that bear accession number, and the Special, for those without accession numbers like magazines, pamphlet and new books which are normally checked out overnight. we have two types of CheckIn - general and special. One can choose whichever is applicable. At one stroke, we can checkin all the books. The system will automatically generate recall notices to individual members. Nirmal Utilities as Exporting/Importing facility for data transfer through the international exchange format.

It provides an easy way of stock taking. In the even of switching over, the database has to be exported to the standard format, and the new

program should have the facility to import the bibliographic records. GEMS- Gate Entry Monitoring System enable the users to scan the ID Card instead of signing,.so we can easily monitor visitors statistics in the library.

OPAC - Online Public Access Catalogue which replaces the old card catalogue system makes a clean break with the inflexible traditional way of searching resources. The user is at liberty to frame one's own search strategies. OPAC is so designed as to accommodate a wide spectrum of users' bibliographical approaches. Off-line guidance given here is meant for the OPAC users to dispense with two intermediaries—technical (computer) and managerial (library) personnel. It plays the crucial role as a `match-maker' of the user's requirements and the library's resources. As said earlier, its Instant Access Engine is triggered off as soon as the user chooses his search term via MAP. This library software exactly supports this.

The Institute makes all the necessary efforts to involve the students, faculty and staff in “Green Campus Initiatives”