

• **Best Practices: 2017-18**

1. Title :Optimal Use of paper

Goal: The aim of this practice is to prevent misuse of paper as a part of our effort to generate awareness among staff and students about environmental issues, and to minimize environmental destruction and promote awareness among students about optimization of natural resources.

Context: Paper is derived from wood, which is procured through cutting of trees. This results in a huge depletion of natural resources globally. This is a direct cause of global warming. In fact, the realization that 35% of trees cut every year results in preparation of paper actually inspired the initiation of this practice of maximizing the use of paper in the college by all stake-holders involved. Students, teachers, members of non-teaching faculty came forward on realizing the necessity of saving as much of this resource as possible.

Use of paper in an educational institution is intrinsic both to curricular as well as administrative

- planning aspects. But often huge quantities of paper are found to be wasted through mindless use of paper. Besides draining substantial amount of money, this wastage also has serious ecological repercussions and also does not portend well for the student community who are the future of our country.

Practice: As a result, in our college, paper-use is optimized through various means by all sections- teachers, students and office-staff as well. Since admission is online for the past few years, the necessity for printing vast quantities of application forms has drastically reduced. Prospectus are now available online instead of being physically printed. The office (including Principal's office) usually uses paper printed on one-side (considered waste or rough) for keeping day-to-day records. Teachers, if they need hard copies of any document, generally use one-side pre-printed paper but are mostly encouraged to use soft versions. Question papers for college examinations are often printed in small fonts – often two or more copies of the same question paper are accommodated in a single sheet, then cut and distributed among students. Unnecessary printing or photocopying of materials is being regulated by maintenance of a register where everyone seeking such services need to enumerate the exact number of copies, and are accountable for it.

Most correspondence between college and parent university and other institutions as well as inter-office correspondence are done through electronic mail, thereby reducing the use of papers.

Evidence of success: This practice has drastically reduced expenditure on printing and stationery as will be easily revealed by a study of our college budget over the last three or four financial years. Moreover, the practice has become ingrained among the staff of the college. Optimisation of use of paper has also led students, staff and non-teaching members to restrict electricity and water usage.

Problems encountered & resource required: Initially, there was a bit of skepticism about the efficacy of such a practice but gradually the mindset of all stakeholders has undergone a sea-change. We can now be justifiably proud of our endeavour to protect our environment and spreading consciousness about it.

2. Title :Library Orientation Programme

Goal: The habit of going to library and consulting library books for their studies is essential for students in institutions of higher learning. This enables them to cultivate their reading and analytical skills. But this habit was not really up to expectation in our college. The college library is well equipped with both text books and reference books. Every year a substantial number of books are added to our collection. Hence the faculty and the librarian of the college thought of a Library Orientation Programme in order to make the students more aware of the resources of the college library.

Context: Library work is a vital part of higher education curriculum. The primary mission of the library is to support the educational and research programs of the students by providing access to rich physical and digital repositories of learning resources. But the footfall of students in our college library was not quite satisfactory till a few years ago. Relying solely on text books for their studies would not produce the desired result for our students. Hence we felt that they need our guidance in availing of the library resources. They should be made aware of library rules, the process of lending and returning books, etc. Only then they would feel comfortable in visiting the college library.

Practice: From the year 2016-17 an annual Library Orientation Programme is being organised by each department of the college to familiarise their students with the college library. The programme is suitably named "Know Your Library". This year too such a programme was held mostly due to the initiative of the librarian and the faculty. The librarian had informed each

department of the particular date on which the programme would take place. On the designated day the departmental teachers took their students to the library where the librarian informed the students of the importance of library, laws and regulations, etc. through the duration of one class.

Evidence of success: As a result of the Library Orientation Programme, students have become more library-oriented and the library attendance register shows evidence of this. Students now visit the library during their spare time and the library resources are now being availed by them.

Problems encountered & resource required: The students were initially not properly aware of the importance of visiting the library. They had to be persuaded and cajoled into doing so. The Library Orientation Programme was the way of doing so. This practice has proved over the last two years of being both effective and fruitful, and hopefully this will get reflected in the results of the students in the near future.