

Best Practices for 2020-21

Title of the Practice: Virtual Library Access during COVID pandemic.

Objective:

- To provide online support to learners, teachers and researchers during the pandemic
- To provide students with access to e resources during the pandemic.
- To provide students with convenient access to course materials rather than buying expensive reference books.
- To support learning and research needs through virtual support.
- To enhance online learning resources and services to meet the academic needs of the students in contemporary times.

Context:

Libraries offer and create opportunities for learning and education shaping new ideas. Lockdown during the pandemic made it impossible for students to access library resources in the physical form for references, readings and project preparation. To give access to information resources during the ongoing pandemic the library took efforts to bridge the gap by providing remote access facility to the library and also giving access to links to global e resources like epgpathshala, EBSCO, eBooks that is accessible to all students. This facilitated the teaching learning process, enhancing the quality of teaching and helping the student community.

The Practice

-Journals Management:

- **EBSCO E-Journals:** Library has subscribed EBSCO e-Journals, which is linked with library website. This can be remotely accessed by the students and the staff through their personal login id and password.
- **UGCINFONET-NLIST:** Library has got the membership of UGCINFONET-NLIST PROGRAM through which the faculty and students can access a number of e-journals and e-books. Library organized webinar on use of E-resources for Teaching, Learning and Research.
- **User Orientation:** Library conducted User Orientation programme to acquaint the new students in understanding the services the library provides them. For 2020-21 the user orientation was conducted on MS TEAM ON 12th September 2020. Users were made aware of library resources and services and also how to use the open e-resources and e-resources of N-LIST, EBSCO E-Journals and NDLI.
- **Digitization of circulars:** In 2020-21 library digitized circulars of University of Mumbai from 2013-14 till date and circulars of Maharashtra government for Higher Education from 1992 to till date.
- **Dedicated Library Website:** In 2020-21 new dynamic Library website <https://israhejacollegelibrary.org/> was developed.

- **Remote Access to E-Resources:** Open E-resources, E-resources of N-LIST, NDLI & EBSCO E-Journals are linked with library website for remote access.
- **E-Alert Services:** The Library's digital services have brought a new richness for students, through implementation of new E-Alert services. Library offers E-Alert services. Currently 260 students are enrolled for the same.

Information Alert Services

The library alerts users about:

- List of Additions
- News items display
- Display of Examination time-table, new events, scholarship and fellowship information,
- Display of forthcoming conferences, other national and international events, employment opportunities, and prospectus of foreign universities
- **Membership of National Digital Library:** The library enlightened the students about the resources and services of National Digital Library. The library made nearly 400 students and teaching and non-teaching staff members of National Digital Library. Library has also registered for NDLI CLUB.
- **Ask@Librarian:** In 2020-21 Library E-Reference service through Ask@Librarian facility which is linked with library website.

Evidence of Success:

Online Book Exhibition:

The library organized online book exhibitions on:

- Gandhi Jayanti to make students aware about Gandhiji's contribution to the struggle for freedom and promoting equality irrespective of one's gender, religion, caste or creed. Total 249 participants viewed the exhibition.
- Library created Virtual Book shelf Exhibition for Celebration of VachanPrerna Divas on the Occasion of भारतरत्नडॉ.ए.पी.जे. अब्दुलकलामआज्ञादजयंती. Dr. APJ Abdul Kalam loved reading and writing and the main objective was to encourage the students to read the books of his vision and mission and to inculcate good reading habits among students.
- Online Book Exhibition on the occasion of World Book Day & Copy Right Day to make students aware about benefits of inculcating good reading habits, to create awareness in students and faculty about copyright laws and measures to protect intellectual copyright.

Webinar

- Use of open educational resources is one of the best sources for online teaching and learning in today's scenario, specifically during COVID19-LOCKDOWN period. Library organized Webinar on: "Use of Open Educational Resources during COVID 19 Period and Copyright Issues" for all classes. The main purpose of the webinar was to make users aware about Open Educational Resources and how to use it for online teaching, how to use Digital Library for online teaching and learning for achieving academic excellence. 618 attended the webinar that comprised FY/SY/TY students across various streams and courses offered in the college.
- In today's technology driven global market, there is a dire need for retraining and continuing education. Online learning is one of the best learning trends in today's scenario. On the occasion of Librarian's Day, Library conducted Webinar on: "UGC MOOCs: SWAYAM An Opportunity for Life Long Learners". The main purpose of the webinar was to make users aware about SWAYAM and encourage them to enrol for SWAYAM course. 60 participants attended the webinar and were issued E-Certificates.
- Library organized webinar on "EBSCO Management collection and eBooks for learning & research". The resource person, Mr. G. K. Upadhyaya, Senior Training Manager, EBSCO Information Services enlightened the participants about how to access the EBSCO host & Mobile App platform, navigating through search results and printing/emailing/saving/exporting articles and publication browse- reaching the landing page of publication, setting alert, search within the publication etc. 33 teachers from Degree and Junior College participated.
- Library Conducted webinar on "Data Collection and Management for NAAC: Using Google Forms". The main objective was to simplify the work of Data collection and management for NAAC that saw participation of 33 teaching and administrative staff.

Problems encountered and resources required:

Some students were not able to access the resources due to lack of computers and smart phones. Students in remote areas faced the problem of connectivity due to which they were not able to adequately access the information and e-materials.

Practice 2

Title of the Practice: Global awareness and sensitization to issues promoting health and wellbeing.

Objective of the practice:

- To strengthen the awareness of the teachers and students about significant social,

psychological and economic issues and reach out to the communities.

- To inculcate qualities of creativity.
- To draw attention and lend support to worthwhile causes.
- To engage in discussions of global relevance.
- To promote healthy lifestyle.
- To develop leadership skills in the students to conduct activity in the virtual mode.

The context:

In the changing global scenario educational institutions have to be responsive to global issues and inculcate social responsibility in the student community to be active in their commitment towards development. Celebration of days are good entry point for developing sensitivity towards global issues and teaching and learning about values and reaching out to the community. As individuals we are responsible for our thoughts and actions. At the same time, it is important to display sensitivity to global issues and take necessary actions.

With the active initiative of the IQAC the college organized various activities celebrating national and international days creating awareness about social, financial and psychological health and wellbeing. In the Covid situation promoting healthy lifestyle to increase physical and mental health and wellbeing is important. The Departments and committees were given list of days to be celebrated and conduct activities involving students, promote awareness, healthy lifestyle and inculcate creativity, at the same time develop leadership skills as students were actively involved in effective implementation and execution of activities in virtual mode to ensure maximum participation.

The Practice:

Various co-curricular and extracurricular activities were conducted to generate awareness among student fraternity and broaden their horizons.

Quiz contest:

- E quiz- **World No Tobacco Day** to create awareness amongst tobacco users and opportunity to lead healthier life by quitting tobacco consumption. The theme for this year of World No Tobacco Day is Commit to Quit to sensitize people about the hazardous diseases caused due to smoking including increasing the risk of Covid 19.
- E quiz - **“World Tele-communication and Information Society Day”**- to create awareness about Technology and Tele communication increasing students’ awareness.
- E-quiz-**English Language Day** to create awareness of English Language. Students gained knowledge on many aspects of English Language.
- E- Quiz-**International Labour Day** with the objective to sensitize students to labour and labour related issues.
- E Quiz- **Cancer Awareness Day** to create awareness and information about steps to be taken if someone is diagnosed with cancer.

- E quiz on “ Be Ready To Fight #COVID-19“ to create awareness about COVID19 and how to protect oneself and others from COVID-19.
- E quiz contest and online poster competition -World Environment Day to create awareness about the environmental issues.

Webinars:

- **International Day for Achievers-** Webinar “COVID-19 Awareness” by COVID Warrior Dr. Rajesh Teckchandani- to provide insights about COVID-19.
- **World Cancer Day-** Session by Ms. Sumki Begum, Counselor to create awareness about the journey of cancer patients and make students aware of the Dos and Don'ts of dealing with them.
- **Consumer Rights Day-** Webinar “World Rights of Consumers- International and National Perspective” to celebrate and create awareness about the consumer rights by Dr. Ujwala Bendale- Dean, Faculty of Law, Bharati Vidyapeeth. Students became aware of the rights of consumers at International and National level, latest amendments made in the consumer protection act for the benefit of consumers.

International Happiness Day- Lecture by Dr. Neelam Yadav.

Online Lecture and Discussion on **World Peace and Understanding Day** to understand the importance of World Peace in current scenario.

Dr. B. R. Ambedkar Maha Parinirvan Diwas- Online guest Lecture on “Dr. B R Ambedkar as a Nation Builder” by Dr Pradeep Waghmare.

Webinar ‘An Overview of Trafficking in India’- on **World Day of the Fight Against Sexual Exploitation** to educate students about the issue of human trafficking, to provide a ground-level view of the issue vis-a-vis the talk delivered by the resource person Ms Pallabi - an activist in the fight against human trafficking.

World Mental Health day- Panel discussion on media and mental health by Mr. Harsh Singh (Actor) and Ameeta Shah (Coaching and counselling) and Ms.Manik Bhadkamkar (clinical Psychologist) to create awareness and help youngsters to understand mental health hazards caused by excessive media use and steps to prevent it.

Webinar on Decoding the Union Budget – 2021 to simplify the technical terms used in the Union Budget and make it easy for Finance students to understand, interpret and use.

Webinar series on the theme Healthy Lifestyle: New Year resolution covering sessions on Yogic Practices for Healthy Body and Healthy Mind, power Yoga, Aerobics, Zumba, physical literacy for healthy lifestyle, trekking and hiking. It was screened live on you tube.

Other Activities

Celebration of Marathi Rajbhasha Divas-To celebrate the birth anniversary of renowned Marathi poet Kusumagraj and promote activities in Marathi Language students recited poetry

and read Marathi verses.

National Sports Day- to create awareness in people about importance of healthy body.

On **World Health Day** Poster cum slogan competition on health-related issues.

Poster Making event on **International World Press Freedom Day** to spread awareness.

World NGO day organized 10-day donation drive- Lets Gift a Smile- to encourage the staff and students to make or buy toys/DIY gifts/ puzzles to young kids and donated to Disha Karnabahir school, Vile Parle.

World Water Day Quiz and - Documentary Film Screening “The Last Drop –India’s Water Crisis” to create awareness and sensitivity amongst the students to value water and spread message of Save Water, and it will save you.

Women Entrepreneurship Day- “Celebrating the entrepreneur within” session by eminent homeopathy doctors - Dr. Prajakta Vaidya and Dr. Preeti Shah who explained their journey of setting up their practice and motivated all participants to realize that self-employment is the need of the hour and that women should be encouraged to become self-reliant and set up their own venture.

Evidence of success:

Various co-curricular and extracurricular activities saw active participation of the students. Approximately 2000+ students participated in various activities. There was also participation by teaching and administrative staff. These activities exposed students to the global issues and gave them a platform to be actively involved in global issues. It also broadened their horizons, increasing their general knowledge and awareness about Fit Mind and Healthy Body. The knowledge they gained was disseminated to their family and friends.

The interactive sessions and online discussions with eminent speakers and experts exposed students to various themes like COVID awareness, trafficking, environmental issues, physical and mental health issues, consumer awareness and cancer awareness. The students were sensitized towards this issue and were better informed about it at the end of the webinars.

The students were also provided with a platform to showcase their creativity through poster competitions, slogan writing, poetry recitation etc. They also participated in large numbers in the quiz contests that increased their awareness.

The participating students in various competitions were awarded e certificates which highly motivated them.

Problems encountered and resources required:

Due to lack of internet connectivity some students were not able to participate in the discussions and webinars.

Institutional Distinctiveness

To keep up with the challenging times during the Covid19 pandemic in providing quality education and access in the online mode, the institution as a stepping stone towards automation is using MasterSoft ERP to bring transparency with minimum point of human contact. It enhances quality of life of students and staff due to improvement in operational efficiency & institutional outcomes by automating Student-Faculty lifecycle and campus administration.

The features of ERP in use in the institution are:

1. Students: Online admission, fee payment, teacher feedback for teaching learning process, student grievance, online examination, access to syllabus, lecture notes.
2. Teaching Staff: Admission of students, monitor fee payment status, examination question bank uploading, complete result processing and printing, daily reporting of work done, attendance – daily, monthly, teachers load, uploading of syllabus and teaching plan, uploading of lecture notes, assignments.
3. Office staff: Admission of students, creating fee payment link, leave application and students administration – TC/LC, bonafide and NOC.
4. Principal: monitor examination, daily report by staff, admission status and leave approval.
5. Mobile App for students and staff.
6. It is linked with the college website for single point access.

Amurkan

IQAC Coordinator