

## **BEST PRACTICE 1**

**1. Title of the practice-** Library Extension Program: Mobile Library

**2. ObjectiveS of the practice-**

2.1 To reach out to the society for their reading requisite.

2.2 To help information underprivileged students while they attempt for different government department competitive exams.

2.3 To enrich the village people with spiritual or positive thoughts as this will lead peaceful society.

2.4 To sensitize students about adverse effects of non availability of information.

2.5 To train the students about how to create awareness through interaction.

2.6 To lessen the gap between information rich and information poor.

**3. The context that required the initiation of the practice-**

Librarian was associated with a weeklong NSS residential camp activity from the year 2008. Every year a lecture was delivered by librarian in the camp to inculcate reading culture in students and motivate the students for reading. These visits to camp site and interaction with villagers was an eye-opener. Following were the observations-

Firstly, it was noted that villagers do not have access to information.

Secondly, a bunch of young students were in need of competitive exam books. They were preparing for different government departmental exams.

Thirdly, a few villagers were interested in reading newspapers, magazines and spiritual books.

Fourthly, a small library existed in the village. However, in the absence of required funds the collection was small and librarian was not able to fulfill each ones demand. Purchase of each demanded was not possible.

Further, last but not the least availability of transportation facility are minimal. This creates problem for villagers to travel towards the libraries available in the nearby city. Geographical distance becomes hindrance in access to information as it is time consuming and expensive.

This situation triggered an idea of mobile library to reach out to the society for their reading requisite.

**4. The Practice-**

The yearly "Library Extension Program: Mobile Library" was executed in the academic year 2018-2019 also. 22 through a week-long residential NSS camp from 16th January 2019 to

22nd January 2019. The venue was Mouje: Brahman Karavale, Taluka- Ambarnath, District- Thane. There was continuous planning and co-ordination between librarian Ms. Neeta D. Gundawar and NSS program officer Dr. Santosh Motwani. As per the previous experience and planning execution of the program started on first day under the able guidance of Dr. Santosh Motwani and senior group leader of the students.

**Process for Execution-**Seven teams of the students were formed. As per the guidance these teams divided the village area for personal visit to each home. Students tried to visit maximum residences and made people aware about the camp and library extension program. Students further, prepared the list of books and reading material required by the villagers with their address and name. The same list was then forwarded by program officer to librarian on the same day in the evening. With the help of library staff books were sorted out in the library. On the next day books and reading material was relegated to the camp site through library staff. Librarian, library staff and students distributed the reading material in the families as per their demand. Books were distributed in 16 families. On the last day students collected the reading material. Which was then brought to the library. All the team members worked for more than three hours for distribution of books.

#### **5. Obstacles faced if any and strategies adopted to overcome them-**

**5.1 Obstacle-** The program was initiated in the year 2014-2015. A few persons were keen to get reading material. However, they had the fear that it will be temporary help if the institute discontinue program.

**Strategy-**Assurance was given to them that institute will execute the program regularly.

**5.2 Obstacle-**Sometimes the person who demanded the book is not available at the time of visit for distribution of it. The other family member is not able to understand the importance of family members requirement as all family members are not educated.

**Strategy-**Team members explain them the objective of program and how it will be beneficial for them. Team members request the person only to pass on the material to concern family member. However, the team takes it as opportunity to spread the awareness.

#### **6. Impact of Practice-**

6.1 It is observed that a few persons await for yearly NSS camp and library extension program: Mobile Library.

6.2 Institute could help a few students from the village for their competitive exams.

6.3 Villagers demand different kind of information every time.

6.4 Library staff and students get exposure to interact with different persons.

6.5 Students gain experience about public awareness campaign.

6.6 Students are sensitized for their social responsibility towards reading culture.

#### **7. Resources Required-**

7.1 Reading material from library.

7.2 Time and efforts from librarian and library.

7.3 Permission and time from NSS program officer.

## **BEST PRACTICE 2**

### **1. Title of the Practice**

Career and Job Fair

### **2. Objectives of the Practice**

- 2.1 To introduce students for various career avenues available in different sectors and industries.
- 2.2 To prepare the students in all aspects to face the interviews with confidence.
- 2.3 To enhance student's skill for resume writing.
- 2.4 To boost their confidence level and enhance their communication skills for interacting in group discussions and personal interview.
- 2.5 To improve their abilities by a series of workshops that can be a lift to their resume.
- 2.6 To bridge the gap between students and industry by job fair , thus providing job openings for final year students
- 2.7 To augment the skill of students for organization of events.

### **3. The Context**

A College is not just an organization where students come to enhance their scholarly abilities, it also ensures the overall development of the student. After graduating they face the real-world challenges in facing job interviews. At the time of stepping out of college, while facing the interviews sometimes they become nervous, confused which may lead to their low self-confidence. Students also face problems in resume writing, communication skills during interviews. They also fail to understand the requirements of industries and how to prepare themselves according to industry-oriented jobs. Their knowledge regarding different job openings is also very limited. Different skills which can give weightage to their resume are also very less. In preview of all these challenges the thought process of organizing a career and job was fair initiated.

### **4. The Practice**

A two-day Career and Job Fair was organized on 8th and 9th February 2019. The program was organized under the able guidance of Mrs. Neelam Kapoor Chairperson Students Placement Cell. Prior to the organization of the program a thorough screening of the difficulties and challenges faced by the students was done. Keeping in view of all their problems a two-day career and job fair was organized encompassing a series of talks and workshops. The event was an intercollegiate event and even open for graduated students from different institutions.

A series of informative talks were arranged to enhance the knowledge of students about several job avenues in different fields. Mr. Pradeep Godbole brainstormed the young minds by explaining on demands of the employer (the industrial view) from

the freshers. Eminent speakers from Reliable Academy guided them for their preparation of UPSC and MPSC and Banking Exams. Mr. Niketan Taware enlightened the students about MBA program and how to pursue it without any hindrance. Dr. Chandar H. Rohra directed them on the career in Law stream. A talk on Career in Capital Market was delivered by Dr Pravin Mokashi. As animation is an emerging field student were steered to endeavor in the said field by renowned speakers from MAAC Institute. Mrs. Bhawana encouraged and guided students for Career in Social Sector - NGO, CSR. Lecture on career in Media and Tourism also was organized to encourage students to explore the potential in these disciplines.

Apart from the lectures workshops on Advance Excel, Prezi and Powtoon were arranged to enhance the presentation and analysis skills of the young minds. Mr. Sunil Bhatia explicitly took everyone on the journey of Statistical Analysis using SAS which will give a boost to their research analyses skills. A session on impactful resume writing was also arranged. Students were involved in rigorous group discussion and personal interview to build up on their communication skills.

Along with the skill enhancement workshops students were also given opportunity of facing on campus job interviews. In total 22 companies conducted job interviews within the College premises.

## **5. Evidence of Success**

- 5.1 1450 students participated in the event.
- 5.2 Students gained knowledge about career in Law, Animation, Tourism, Social sector, Capital market, Media.
- 5.3 A deeper insight for cracking UPSC, MPSC, MBA and banking exams were acquired by the participants.
- 5.4 Students were able to create an effective resume highlighting their academic and cocurricular and extracurricular achievements.
- 5.5 Workshops on Advance Excel, Prezi and Powtoon, SAS enhanced the analytical and presentation skills of the participants.
- 5.6 Students confidence level was boosted by group discussions and personal interview workshops.
- 5.7 During the Job fair 950 students appeared for interviews conducted by 22 companies. 326 candidates were shortlisted.
- 5.8 Student Volunteers appreciated and gained knowledge through the training and guidance provided to them for organization of the event.

## **6. Problems Encountered and Resources Required**

The problem faced during the organization of the event was that we were not able to communicate few of neighboring colleges. Even after planning the distribution of workshops we faced space crunch owing to overwhelming response.

**Resources Required**

- 6.1 Time and efforts of the Student Placement Cell committee members and volunteers to organize the mega event.
- 6.2 Eminent resource persons in different disciplines.
- 6.3 Infrastructure facilities like audio visual room, classes for set up of interviews.