



Gokhale Memorial Girls' College

Best Practices 2021-2022

Best Practice I

Title: Library Orientation Programme

Objective: “As we read so we produce”-herein lies the actual role of Library. The College Library is the most valuable campus resource - a productive and inspiring space to study. The underlying principle of Library Orientation Programme (LOP) is to make library use easy and effective for students at all course and difficulty levels and thus encourage the students to become frequent library-goers. Better usage of library resources certainly enhances the academic quality in the institution. LOPs served this purpose particularly during the Covid-19 pandemic lockdown when students could not access the library physically and were greatly constrained.

Context: With a strong and efficient library management already in place and a few effective library policies already been taken, special LOPs for informing teachers and students about new library resources became necessary. Prior to lockdown LOPs used to be conducted in the institution and as usual guided the students in the use



In-campus LOP in Pre-covid Times

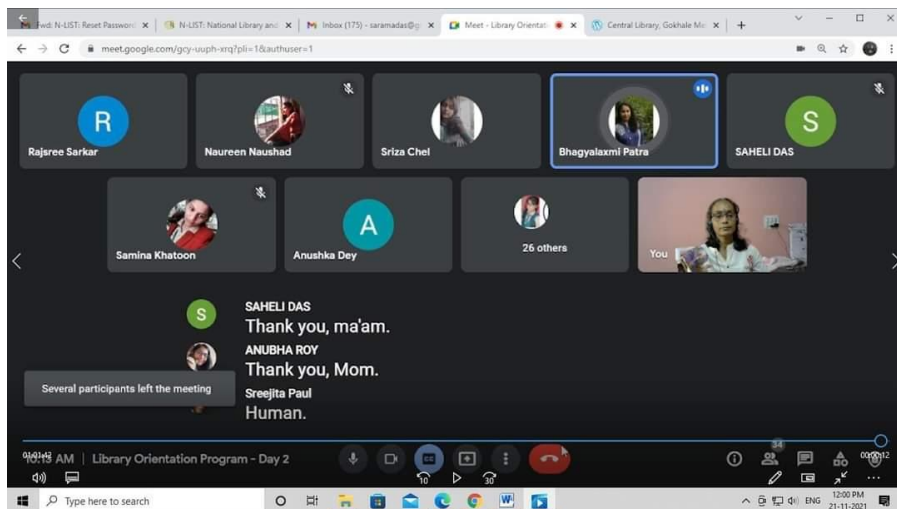
of books, journals, encyclopaedia and E- journals.

The Practice: The College Library reflects the government initiatives in the field of higher education and its role in teaching, research and extension activities in higher educational institutions. The institution ensures that the medium of information is not restricted to print media alone and cloud information is also available. Rigorous LOPs are held during the academic session in several batches for disseminating information about the open-access shelves containing text and reference books and other relevant books pertaining to the syllabus, the 5-user Libsys LSease software, computers for OPAC searching, display racks for latest informational resources, cheap reprographic facility, and different types of new library resources. New additions between January 2021 and August 2022 -

- 209 e- books purchased under RUSA 2.0 Scheme.
- A desktop purchased under RUSA 2.0 Scheme.
- OCR Scanner machine purchased by under the “P.C. Chandra Gyandhara Prokolpo” fund.
- New HP Laptop purchased under the “P.C. Chandra Gyandhara Prokolpo” fund.

Online Library Orientation program on newly purchased e- resources was organized for whole college students on 17/05/21, 18/05/21, 19/05/2021, 20/05/2021, 21/05/2021, 22/05/2021, 24/05/2021, 25/05/2021, 28/05/2021, 29/05/2021. (<https://www.gokhalecollegekolkata.edu.in/noticeboard/GokhaleCollege-Notices-Archive2021.htm>)

Online Library Orientation program on newly purchased e- resources organized for whole college students on 17/05/21, 18/05/21, 19/05/2021, 20/05/2021, 21/05/2021, 22/05/2021, 24/05/2021, 25/05/2021, 28/05/2021, 29/05/2021. (<https://www.gokhalecollegekolkata.edu.in/noticeboard/GokhaleCollege-Notices-Archive2021.htm>) Online Library Orientation program on newly purchased E-Resources was organized in batches for the staff and the students, during April 2021.



Online LOP in Covid Period

During the pandemic lockdown, a Central Library Website in August 2020 was created. This provides services free of cost to all and enables online usage to users in their comfort zones.

The Central Library Website of GMGC provides the facility of access to a number of external e-resource sites such as shodhganga, eshodhsindhu and such others besides the NList Program of the INFLIBNET. The website URL is www.gmgclibrary.wordpress.com Users can access the library resources remotely through this gateway through the following:

- I Library OPAC
- II. NLIST resources
- III. C.U. Question Papers
- IV. Other Open resources
- V. New arrival of library books

Outcome: Both students and teachers obtained access to ready e-resources complementing the CBCS curriculum. The outcome of LOPs is also reflected in the number of visitors to the different sites including NList at Inflibnet. A large volume of material gets downloaded as students confidently manoeuvre through the huge volume of e-resources. Online Library Orientation Program on “Remote Access of College Library” during the pandemic environment on 16/09/2020 and 17/09/2020 in three sessions. All present students, teachers and staffs attended that program. This program basically highlighted on how all users can access their learning resources through the gateway of College Library Website at their comfort zone – like N-LIST resources, college examination papers, university examination papers, C.U. Syllabus, and other so many free educational sites. The outcome was amply reflected in the increase in the number of NList users. Records show that the number increased from 11 users in 2019 to 393 users in 2020. Altogether, 1074 new books were purchased under the RUSA 2.0



scheme between June 2019 and May 2020 valued at 513292/- (Five lakhs thirteen thousands two hundred and ninetytwo).

LOPs get reflected in the increasing frequency of student visits to the library for reading, note-taking, home issue of books and for accessing online resources. The usage record of e-books purchased for publishers in 2021 –

- Between 01.03.2021 and 31.03.2022, 105 titles of e-books were read
- 359 visitations to the NList site were found.
- The N-List usage statistics indicated that in 2021, the total number of pages downloaded was 17362

Best User of E-resources Access of the N-List Program introduced to encourage the use of e-resources. Certificates are awarded along with cash/book prizes.

Problems: Accommodating a large number of students eager to use the reading room is a challenge when students are able to visit the Central Library physically. Problem is particularly encountered during rush hours when the reading room gets crowded. Students are compelled to look into a large volume of prescribed study material and photo copy a number of them within a short time. The library administration follows a systematic procedure to ensure orderly issuance and return of books and provision of reprographic material. In online learning, internet connectivity disruptions pose a definite problem. But this is only a temporary problem.

Best Practice II

Title: Psycho-Social Counselling and Mentoring Initiatives

Objective:

1. To address students' medical needs and stresses connected with sickness and bereavements during the Covid-19 pandemic
2. Mentoring to re-motivate the students right after the reopening of the college post-Covid.

Context: Addressing the physical and mental health issues of students was imperative to rule out future impairments. Mentoring was necessary to wipe out the trauma caused to the young minds, the sense of despair and listlessness and the academic setback due to the long Covid-19 lockdown.

Practice:

Counselling

- The Department of Psychology conducted Psycho-Social Support sessions right from the beginning of the Covid-19 lockdown. Several inclusive counselling sessions were conducted by Counsellor Dr. Shatabhisha Chatterjee for the teachers and the final year students in several batches in April and May 2020.
- During the devastating second wave of Covid-19 pandemic with students and teachers falling sick by the day, the NSS unit-1 student volunteers launched the GMGC Covid Helpline in May 2021 to help the covid affected students and their families and all others in a 24x7 schedule using the social media to popularise the helpline. The team was subsequently joined by Non-NSS students, Ex-students, faculty and Non-teaching staff. To manage time efficiently, helpers organized themselves into front desk members and back-end verifiers in four groups – Hospital, Oxygen, Blood and Plasma, Food, each with 2 Front-Desk Helpers to connect with the patient family directly, assigned 12-hour morning shift and night shift to receive calls and stand in place of an inactive member or to relieve another. Back-end Verifiers maintained data on patient family's

experiences on the responses of hospitals or oxygen dealers. As a strict rule, members verified with hospitals and medicine/oxygen suppliers and the patient information beforehand to avoid delay or misuse of information. Empathy and adherence to government notifications- the two most important premises of this extension activity, the helpline also facilitated stranded individuals to return home.

- The Department of Psychology teamed up with NSS Unit-1 and the MGNCRE cell SES REC of the college to provide inclusive online psychological counselling to all students in separate batches in a well-set schedule with the aim that no student should be left out. External experts were brought in to deal with grief problems of students who had lost their near and dear to the Covid. Teacher and student volunteers of NSS Unit-1 too undertook counselling activities for patients and families they had facilitated. These Psycho-Social Support initiatives were an integral part of the Beat Covid Campaign 'Each One Reach One' and were recognized by the MGNCRE. Certificates of participation were provided to the covid workers, students and teachers.
- Another student-centric welfare initiative of the college was to engage the services of Smt. Yashabanti Sreemany of "Cristal Minds" as the long-term student counsellor. Since February 2022 She conducts weekly sessions of counselling generally for all students of the college in batches with the objective that not a single student is excluded. Special sessions are also conducted on the same day for addressing student-specific problems.



Mentorship

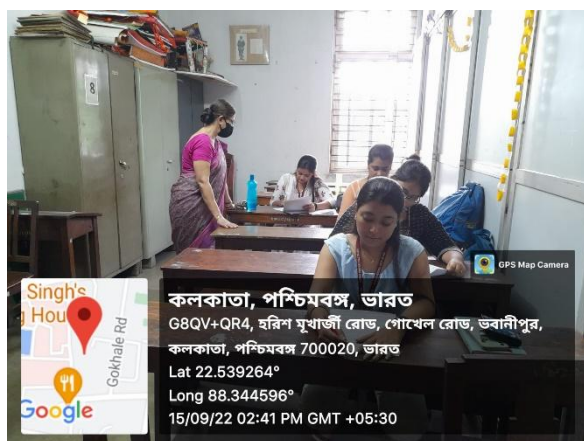
When students started coming to college in November 2021, a proper students attendance schedule was maintained to control their numbers strictly in accordance with the Covid protocol. During this time scheduled mentorship by own faculty and generic subject faculty guided students in learning skills such as life skills, soft skills, career skills, personality skills and value inculcation. Mentorship is being promoted as a regular method of addressing aspects of holistic development of the students so that they can venture out in future in a well-equipped state able to take the world in their stride.



Cross-mentoring of English Students by Geography Teacher



Cross-mentoring of Economics Students by Hindi teacher



Cross-mentoring of History Students by Mathematics Teacher



Cross-mentoring of Philosophy Students by Physics Teacher

Outcome: The student-run Covid Helpline continues to help a wider community till date. The danger of Covid has subsided but with others illnesses such as dengue coming to the fore, the Covid-Helpline is now providing such services too. Post-covid, one-to-one mentoring was conducted successfully and students gained thoroughly from the mentorship programme.

Problems: Students were initially shy and wary of opening themselves up to the mentor. Things improved with subsequent mentorships as mentors were able to convince the mentees that providing responses was vital to the mentor-mentee relationship and mentees would be able to make the most out of mentorship only when they responded with confidence in their own self and the mentor. Time management was a crucial factor in inclusive mentorship but the IQAC of the college ensured this by setting proper deadlines.