



NUTAN MAHAVIDYALAYA, SAILU- 431503

DIST. PARBHANI

**Affiliated to Swami Ramanand Teerth Marathwada
University, Nanded**

NAAC Re-accredited "B+" Grade

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Best Practice One:

Title of the practices: Documentation: Objective:

The objectives of this unique practice are as follows:

- a. To provide faster search and retrieval of documents.
- b. To minimize loss and misfiling of any documents Better organize existing documents.
- c. Streamline information and workflow.
- d. Allow instant access to documents.

Context: Nutan Mahavidyalaya Selu was established in the year 1968, completing its 50 years of golden era with four undergraduate programs, two post-graduate programs, and seven Distance PG course. Institute has an excellent system of "Record Keeping" from the time of establishment such as documents of students' enrollment, accounting details, teaching and non-teaching faculties' details, Students results which are systematically computed by the institute.

Institute had to keep up the documentation in more transparent way so, from the last 5 decades records of students are enlisted in digital form in the administrative office, accounting of students with pending dues and paid due are empanelled in the library.

Documentation is essential to

- a. keep a track of scholarship and free ship issued to needy and for students with high academic excellence.
 - b. Students admission details into different courses
 - c. Academic results of students, to know the performance of students in each courses
- Important document, government circular and important notices are categorized properly

Practice :

- a. The records are documented under three sections: Administrative office Library Students section.

- b.** This process of documentation helps in maintaining transparency of the system, effective policy formation and decision making, detail of any student of any academic year can be retrieved easily. Institute maintains streamline mechanism of admission process, it provides a unique ID for students at the time of admission after submission of his original documents to the admission session, this unique ID is submitted in library by the student where the Librarian make the digital entry of this ID for keeping a up-gradation of books browed by the students. Finally the documents is being submitted to the students section where the Students document is deposited in concerned rack .In future ,if the students wants his documents by submitting his unique ID the documents can be tracked in the span of 20 minutes. The document of students and faculty and other administrative importance are bundled in different lot at the end of the academic year and wrapped properly with anti termed treatment in white cloth. Label of academic year is place with index and placed in record store.

Institute library has systematic process of cataloguing books so that books contributed by the donors can be easily picked up ERP system is used for issuing books for the students and faculties. The college exam branch maintains the discipline way of maintaining the fee details of examinations.

A detailed record of scholarship and free ship given to the students are documented. There are many patrons from alumni and social sectors who contribute to the institute by which there is encouragement been given to the students with good academic performance and for economically weak students; these records are catalogued and mentioned in academic magazine.

Evidence of success: From this systematic and effective process of documentation, college can track and provide the information regarding admissions, library books issued and dues, documents of the faculties and students in a time period of half an hour. These are few examples that show the evidence of success of this practice:

1.A student by name R S Jahagirdar 1976 batch admitted in B.Sc course wanted his PUC mark sheet in the year 2018.The admission branch took his year of joining and name ,his document was been tracked and given to him in 20 minutes, experiencing this fastest way of data recovery there was a word of appreciation been given by him.

2. Mr. Arvind Gajmal the pass out student of 1993 was in need of his documents of third year, he applied to college and within 10 minutes he got the Xerox copy of his document. He has given letter of gratitude to the Principal

Problem Encountered: We have not encountered any problem for retrieving any document so far.

2. Literary- Critic Objective:

It gives valuable judgment on a book and gives interpretation of the book to other readers with relevant information. To develop students reading skill, Vocabulary skill, improve their focus and concentration level. To develop Stronger Analytical Thinking Skills.

Context : Nutan Mahavidyalaya Selu's library has a collection of rare books related to personality development, books of biography and autobiography of eminent personalities, books written by the freedom fighters like: Sarvakar, Hilter, Musolini, Literature books on English, Marthi and Hindi, Collection of writing and speeches of Dr.B.R. Ambedkar, Collection of Spiritual books like Ramayana, Mahabhartha, Vedas, Bhagvad-Geetha by different authors, Books of debate on constitutional amendment and discussion in assembly/parliament, original Book of Constitutional India struggle for Independence published by NCERT. Along with this rare books, every year new books apart from the academic books is been recurred. This books are been given to the students to read and asked them to do the critical analysis and submit this critical analysis at the end of semester.

Practice:

Institute follows a unique and innovative method to develop students reading skill, Vocabulary skill, improve their focus and concentration level in academics. The college Library encourages the students and faculties to enhance this quality by providing rare books such as bibliographies, autobiographies, encyclopedia and other books which are not related to academics are given during the academic year. The Students has to go read the issued books and they are asked to do critical analysis of the book .The critical analysis which is been carried out by the students are submitted to the library at the end of academic year.

The College as a panel of expertise which give the grades for this critics and best five critics is been chosen. This students who are been selected as best five are felicitated as the Best Reader. This activity provides mental stimulation, reduces stress and helps students to develop Stronger Analytical Thinking Skills. This activity also gives the analysis of the books which can be further given as reference for other students. This activity as encouraged students to actively participate in many intercollegiate technical fest and competitive exams conducted by the government. As a result of these best practices, many students are working in various government sectors and they contribute to the institute according to their capacity.

Evidence of Success:

From this unique practice, many students participated in science competition like Avishkar and other intercollegiate competitions and won many prizes.

Twenty-five students and one teacher participated in District level Avishkar Research Festival 2016 held at D.S.M. College, Parbhani on 25/12/2016 and achieved five prizes and

one conciliation prize as:

Vidya Joshi, Shatanu Hadgaonkar, Ashwini Vaidya, Pratiksha Pawar got first prize; Swati Tathe, Manali Deshmukh, Meghana Joshi received second prize; Rupali Harkal, Ashwini Dhabe received Third Prize.