Best Practice – I

1: Title of the Best Practice

Professional Development of Students through Career-oriented Add-on Vocational Courses and Certificate Courses

The Context:

One of the objectives of the NEP is to enhance employability for students. In order to keep pace with the changing industrial and business requirements, the College sought approval for UGC sponsored Add-on Vocational Courses from the University of Mumbai and continued them till date even after withdrawal of grants for these courses by the UGC. The College also provides many short duration skill enhancement courses with an aim to bring about holistic development of students.

Objective:

To provide job-oriented add-on vocational courses and skill enhancement certificate courses to create employment opportunities for students.

The Practices:

The College offers vocational programmes in five different specializations and awards:

(1) Certificate (after First Year)

(2) Diploma (after Second Year)

(3) Advanced Diploma (after Third Year)

During the assessment period, a total of 845 students have been benefitted from these Add-on Vocational Courses. In addition to that, the College has offered as many as 43 Certificate Courses, which have benefitted 3272 students. These courses are high in demand not only among students of College, but also among the students of other colleges in South Mumbai.

Evidence of Success:

Outcomes of Add-on Vocational Courses:	Total Students Trained (2017-18 to 2021-22)
Course in Computer Application	
Certificate	68
Diploma	56
Advanced Diploma	43
Course in E-Commerce	
Certificate	91
Diploma	71
Advanced Diploma	42
Course in Taxation Procedures & Practices	
Certificate	93
Diploma	100
Advanced Diploma	46
Course in Tourism & Travel Management	
Certificate	60
Diploma	59
Advanced Diploma	36
Course in Principles & Practice of Insurance	
Certificate	26
Diploma	32
Advanced Diploma	25
Total Beneficiaries	**848**

Outcome of Certificate Courses:	Total Students Trained (2017-18 to 2021-22)
Chinese Language (Mandarin – Advanced & Basic)	21
Spanish Language (Basic)	15
Advance Excel	17
Basics of Securities & Economic Indicator	242
Blogging	6
Case Study	68
Coral Draw	7
Custom Clearance Documentation Executive – Export	21
Demystifying Financial Market	19
Digital Media Marketing	479
Ethical Hacking	52
Event Management	55
Graphic Designing	79
Mutual Fund	146
Risk Management	10
Soft Skills Development	540
Tally, ERP With GST	104
Travel & Tourism	10
ACCA	79
Cooking	441
Mental Well-Being	330
CANVA Design	242
Japanese	289
Total Beneficiaries	**3272**

Problems Encountered:

Under the UGC Scheme, Add-on Vocational Courses were in huge demand due to their practical approach. However, post discontinuation of UGC grants, the demand for these courses reduced with number of students shrinking. However, Lala College has continued all these courses. Certificate courses in collaborations with private agencies lack university certification. However, post-NAAC under autonomous system, the College will have greater liberty to recognise and certify such employment oriented courses.

Resources Required:

MOU with private training agencies, Classrooms, Computer Lab, Laboratory Facility as per the Course Requirements, Skilled Faculty, Other Infrastructure, MOU with industry for placement.

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Best Practice – II

1: Title of the Best Practice

Digitisation of Library Resources and 24x7 Accesses through QR Codes and Library Website

The Context:

Library is considered to be a store house of knowledge and temple of learning. A good library is the heart of any educational institution. Past few decades have seen far reaching developments in technological and communication fields. The world has come to the fingertips of people. In such an environment, it is necessary that the offerings of library should be made available to students at their fingertips for 24 X 7 access. This will not only enhance the utility of library resources, but it will also save time and use of paper.

Objective:

To provide library resources to students 24X7 through paperless online system based on dedicated library platform via. Website and QR code.

The Practices:

Integrated Library Management System (ILMS):

Lala College library started the process of library automation in the year 2004 with 'SOUL 1.0'. With the gradual up-gradation to 'SOUL 2.0', **bar-coding of documents was done** and **bar-coded library membership cards** were introduced in 2007. With this, the Library became **one of the first few college libraries in Mumbai using barcode technology for circulation.** Today, library is **fully automated** with **ILMS 'Web Centric SOUL 3.0'**.

E-Resources:

UGC Resource Centre provides access to **e-resources and e-databases**. **N-List database** provides access to thousands of full text e-journals. The library has full access to databases like **EBSCO, JGATE, CMIE-Prowess bibliographical** and **full text journals** through LLIM (our sister institute). Access to **e-Shodh Sindhu** and **Shodh Ganga** is available through INFLIBNET. **'CALIBRE' e-book management software** is used to manage and retrieve/access e-books.

Library organizes **training session on use of e-resources** for UG and PG students.

Independent Website:

The College has its **independent website,** which provides library access to all students 24 X 7.

http://lalalibrary.weebly.com/

The library website provides access to **N-List Database, E-Books, E-Journals, various learning software, digitized college annual reports, and digitized Lala Lajpatrai Memorial Lectures since 1972, Union Budget and Economic Surveys of India since 2000-2001 and various educational videos**. The website also gives access to **the Constitution of India**, **RTI Act, 2005** and **the NEP, 2020** to the users.

Green Library Initiatives:

Library provides 24X7 remote accesses to **question papers, syllabus and e-books** through cloud-based service integrated with **QR Codes**.

The library has taken up the task of digitizing its records in phased manners. At present, **17 rare books, 125 Marathi books, College Magazines, Annual Reports and Lala Lajpatrai Memorial Lectures from inception of the College to the date are made available in Digitized Forms through QR Codes**. All these environmental-friendly service are a step towards the concept of **Green Library**.

Evidence of Success:

The online initiatives of library had been great success. Since its launch in Oct. 2018, **the count of download of question papers stood at 338896 and that of syllabus stood at 6235** as on **14 January, 2023.** The library gradually stopped photocopying. This way these services have become environmental friendly. These QR codes are made available on **College ID cards**. The total numbers of **website hits** since2018 is **9105**.

In order to **encourage use of library resources in physical set up**, the library declares the names of **Best Library Users** on its website.

Problems Encountered:

The Library did not encounter any problem in implementing these unique services due to active support from the Principal and the Management. The library has little challenges in training its own staff and especially students in getting trained to use these services. Therefore, the library organizes training sessions for teachers and students.

Resources Required:

Documents, photos and records in physical forms, staff trained in proper scanning and converting resources in e-forms, computer and scanner and cloud storage.

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