

DISSEMINATION OF E-RESOURCES TO STAFF AND STUDENTS

Activity to be undertaken immediately during lockdown. May be continued thereafter for the benefit of staff and students.

An official mail ID is to be created by the college for providing digital resources to Teachers and students through college library. Operating rights to be given to the Librarian. Password to be shared with Chairperson of Library Committee and Vice Principal, Overall Incharge for Library Committee. In-case the password is changed for any reason, the new password has to be shared with Principal.

A 4- pronged strategy may be used as follows:

I. Displaying list of available e-books on the College website.

II. Providing E -Resources to the staff and Learners

SOP:

1. Staff may send requests of Reference Books they need, to the official Mail ID.
2. Students request to be forwarded by the HoD on the official mail ID.
3. Librarian to ensure to revert to the request with e-copy of the required book

III. Providing access to N-LIST through College Library

SOP

1. Staff and Bonafide PG & Ph.D. students to apply for access to N-List on designated Mail ID
2. Library to process the request and provide ID and Password on the Staff or HoD mail ID.

IV. Bulk Registration of all Teachers on National Digital Library of India, managed by the Institutional Librarian, with the Librarian as Nodal person.

Target Group:

All teachers and Learners of the institution, who may be in need of digital resources.

Expected Outcome:

- Barrier free access to required and available digital resources to support the teaching learning process.
- Resources will be available for PG students for project work. UG students can also benefit from the same.
- Inculcating habit of using reference Books.
- Teachers can avail resources for creating study material for students.
- The entire system can be documented, as it is on e-mail, for NAAC purpose.
- Digital data of N-List usage will be generated for record.