

**Best Practices of the Institute AY 2019-20**

**Best Practice No. 01:**

***Best Reader Award and Best Book Review Award (Technical and Non-Technical)***

**Objective: -**

The Central Library running the said activity from the last five years i. e. 2015-16 to promote reading habit among the students as a lifelong activity for both Educational and Recreational Reasons.

The main thought/objectives behind that,

Today's era online, but online resources could not take the place of hardcopy resources. Due to the availability and mandatory of online resources, the walk-ins of students and staff in the library are becoming less. So bridging the gap between the library and its users, running this activity becomes highly essential.

**Nature:-**

This activity is open to all students from the first year to final year students. We are notifying the students of all departments for participation. Seven-ten days are given for the same.

For the Best Reader Award, criteria are forex. Regular Walk-ins in the library, Reading Hall, Regular use of Text, Reference and General books, regular use of e-resources, etc. As per the library online records and offline records, library staff

and library co-coordinators are counting the entries of all library sections of the participated students. The student who got the highest entries would be the winner.

As a token of appreciation, we offer the Best Reader Award Certificate and popular literature book to the winner student at the time of the Annual Social Function.

For the Best Book Review Award (Technical and Non-technical), criteria are, Read a book selected from the Library's collection and write 1000-1200 word review consist of - introduction, main content, and conclusion, etc. Seven-ten days are normally provided for the writing a book reviews to the participated students.

After collecting the reviews, reviews are given to the outside experts for checking and grading. The student who got the highest grading would be the winner.

As a gift, we are offer Best Reader Award Certificate and popular literature book to the winner student at the time of Annual Social Function.

**Outcomes: -**

Library staff has created awareness of this activity among the students in the starting year of this activity, but the response was less. From next year we went class to class and promoted the importance of this activity among the students. Gradually, we found the students were keen to participate in the activity. The walk-ins have been increased due to this activity.

**Best Practice No. 02:*****The biannual Institute newsletter, Reflex-TKIET***

The biannual institute newsletter, Reflex-TKIET is one of the strategies used by TKIET in order to create good brand awareness among the stakeholders, recruiters and personalities associated with the institute.

It is a type of document that records & compiles relevant news, events activities, achievements, awards, presentations, publications, MOUs, training activities, placement details, workshops, conferences, FDPs, student achievements and so on of each departments or Cell of the institute. It contains eight (8) pages wherein, five (5) pages are dedicated to the individual departments and the remaining pages highlight other significant news or activities of the Institute as a whole.

The department coordinator compiles the information and facilitates the Chief Editor by furnishing the required important information and photos. The edited and designed final draft of the newsletter is printed and is circulated among the faculty members of the institute, stakeholders as well as personalities associated with the institute and the distinguished visitors to the institute. In addition, it is also circulated among the sister institutes of SWVSM, Warananagar.