***Best Practice: Departmental Library***

Overview

Institution: Department of English, CAS College, Madayi

Academic Year: 2023-2024

Library Initiator: Asifa Ahmad (In-Charge Teacher)

Library Size: Approximately 120 books

Objectives

The Department of English has established a departmental library to support students’ academic growth, intellectual curiosity, and overall skill enhancement. By curating a variety of books covering literature, examination preparation, and personal development, the department aims to foster an enriching educational environment that is accessible to all its students.

Library Sections and Collection Highlights

Books are organized into five core sections, each catering to different student needs:

1.English Literature

2.Reference Books for Semester Examinations

3.Competitive Examination Books

4.Motivational Books

5.Regional Language Books [Malayalam]

Operational Procedures

1. Library Registration Log:

A dedicated register is maintained for library usage. All students who borrow books are required to record the following:

• Full Name

• Signature

• Date of Issue and Return

2. Borrowing Policy:

• Duration: Students may keep books for a period of one month.

• Renewal: Books can be reissued if the student needs additional time, contingent on availability and demand.

• Accountability: The register ensures accountability and smooth tracking of borrowed items, supporting efficient management.

Key Roles and Responsibilities

• In-Charge Teacher: Asifa Ahmad

• Oversees library management, assists students in locating resources, and manages the register.

• Provides recommendations for new acquisitions based on student needs and curriculum requirements.

Benefits and Outcomes

By adhering to this structured approach, the Department of English aims to provide an organized, accessible, and enriching departmental library. The anticipated benefits include:

• Improved academic performance through easy access to reference materials.

• Enhanced preparation for competitive exams, contributing to students’ career aspirations.

• A well-rounded educational experience with access to motivational literature and regional cultural resources.

Conclusion

The departmental library at CAS College, Madayi, Department of English, represents a significant step toward academic support and student-centered learning. Led by the in-charge teacher Asifa Ahmad, this initiative reflects the department's commitment to creating a resourceful learning environment tailored to the diverse needs of its students.