❖ **Best Practices of the Library**

1. Computerization of Library
▪ Use of standard digital library software for cataloguing, circulation, and resource management.

2. Digital Attendance System
▪ Digital entry and attendance record maintained for students and teachers for better data tracking.

3. Value-Added Services for Differently Abled Students
▪ Special support services and assistive technologies to promote inclusive learning.

4. Career / Employment Information Corner
▪ Dedicated resources for competitive exams, job updates, and higher education opportunities.

5. Suggestion Box with Timely Response
▪ Actively monitored suggestion box with periodic review and appropriate action taken.

6. Displaying List of New Arrivals
▪ A regularly updated notice/display board showcasing new books and materials added to the library.

7. Organization of Book Exhibitions
▪ Book exhibitions held to cultivate reading habits and introduce new subjects/resources to students.

8. Book Bank Scheme
▪ Lending of textbooks for the full semester to economically weaker students.

9. Feedback & Review System
▪ Periodic collection of user feedback and suggestions for improving library services.