



St. Francis Institute of Management and Research

Best Practices

Academic Year 2019-20

1. MyLOFT (My Library on Finger Tips)

The implementation of MyLOFT (My Library on Finger Tips) remote login access at SFIMAR LIRC is a working model for providing the users with convenient and efficient interfaces to access e-resources by keeping pace with the changing technology. MyLOFT is a Mobile/Web app that allows patrons to discover-access-organize-share digital content of their personal and professional interests seamlessly across mobile and web platforms including access to their libraries subscribed e-Resources anywhere and anytime. MyLOFT serves as an effective tool for accessing e-resources for the user community of faculty/staff members, researchers and postgraduate students. It also serves the library by providing cost-effective acquisition and retrieval of licensed resources through remote access. This helps to maintain a feasible financial allocation of collection, services and personnel of the library. The app was enabled for 200 users in April 2020, and currently hosts access to around 385 users. The features appreciated by users is clean reading with no clutter, the facility to highlight text for reading later or summarizing, an audio feature that helps in multi-tasking. Real-time sync of research in mobile and web app helps the user to access resources anywhere anytime. It facilitates library staff to send notifications to users. Various usage reports from daily to monthly can be generated viz. Resource-wise report, user category wise and individual user wise which helps in the decision-making process, necessary measures to promote usage or discontinuation of a database/service. Best user incentives can be provided to promote research.

2. Use of Online Platforms for Smooth Activity

With the suddenly imposed nation-wide lockdown due to COVID 19 Pandemic, the Institute adopted the usage of various online platforms for the smooth functioning of all institutional activities. Along with regular academic activities the Institute was also very supportive towards students to take care of their mental wellbeing. Many webinars and guest lectures were arranged

for students throughout the lockdown period and it is continuing. Zoom meeting online platform were highly used for webinars, guest lectures for students, conducting examinations, quiz event, management games, training sessions on excel and PowerPoint, grooming and many more. Regular lectures are conducted in Microsoft Teams which has features like uploading materials for students' ready reference, recording lectures, etc. Students staying in remote areas with less internet connectivity can avail these features if they miss out on important sessions. To conduct an online examination Google platform was also used with an auto-proctoring feature to ensure that there is no opportunity for malpractices. The college uses an ERP system for admission work, online exams, feedback mechanism, library activity amp dashboard etc. which again helps as a strong support system. Students and their parents can track everything here, including their attendance, using an ID.