



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,
India, PIN – 713 331

BEST PRACTICE VIII

1. **Title of the Practice:** Digitization of Office Records
2. **Objectives of the Practice:** To preserve the old important college records
3. **The Context:** The college being established in 1973 has nearly reached the age of 50 years. It was getting increasingly difficult to keep the hard copy of the important documents as those are getting reddish and torn.
4. **The Practice:** The college with the help of proper digitization equipment mostly funded by a British Library has digitized all old important documents like Memorandum of Understanding with Chittaranjan Locomotive Works, Indian Railway, Govt. of India, minutes of meeting of Governing Body, Post Sanction Order, Affiliation Documents, Academic certificates of Passed out students, etc.
5. **Evidence of Success:** This digitization initiative has helped us in restore many required documents for further development or upgradation of the college.
6. **Problems Encountered and Resources Required:** Requirement of digitization was felt earlier but could not be realised due to non availability proper equipment / system. The planning got executed as a trickle down effect of a digitization project funded by British Library under the Project Headship of Dr. Tridib Santapa Kundu. The college could easily digitize its important papers with the instruments received under the said project.
7. **Notes (Optional)**