**CURRICULUM VITAE**

**Mr. NAIKAR**

Naikar.362940@2freemail.com

***PROFESSIONAL & OTHER ACADEMIC CREDENTIALS***



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| **Class/Course** | **Name of the Institute** | **Board/University** | **Year of Passing** | **Marks%** |
| MLISc | Karnatak University Dharwad | Karnatak University Dharwad | 2015 | 66% |
| B.Com | Government First Grade College, Gadag | Karnatak University Dharwad | 2013 | 70% |
| PUC | Government P.U. College, Gadag | PUE | 2009 | 71% |
| SSLC | Government High School, Gadag | KSEEB | 2007 | 64.48% |

***WORK EXPERIENCE***

* Presently I am working as **Assistant** **Librarian** at **Woxsen School of Business, Hyderabad** from 4th July 2016.
* Worked as a **Librarian** at **Chetan Business School, Hubli** from 29th June 2015 to 31st December 2015.

***PROFICIENCY***

1. AACR – 2 Cataloguing rules for Books, Journals, Video recordings and Conference Proceedings.
2. Dewey Decimal Classification (DDC) and Universal Decimal Classification (UDC).
3. Brief knowledge on online version of SLCH and LCSH.

***RESPONSIBILITIES***

Assisting, Coordinating and responsible for:

1. **Overall Library management** –Managing the circulation counter, issue return registers, user cards, membership guidelines. Assistance to the readers in document search; guidance about the availability of reference material and question banks and managing Book Quotation, Book order and prepare the comparative Statement.
2. **Information management –** processing of books, assigning classification and accessioning of documents.
3. **Routine Library services** such as issue/return of books, collection of user fees, Information on books & products KOHA, SOUL, WINISIS, and CDSISIS software. Data entry and report generation, overdue, renewal and reminder notices. Update online membership database.
4. **Outreach Activities** - organizing different events such as book exhibitions on selected themes; Organizing Education and learning events such as summer camps & book festivals; Organizing promotional events and Education counselling schemes.

***SOFTWARE KNOWLEDGE***

* Tools/Applications: MS Office, Internet browsing.
* Digital Library Software’s: Greenstone and D-space
* Library Automation Software’s: SOUL and KOHA

***DISSERTATION SUBMITTED ON***

**“Use of 24/7 Hours Reading Room Facility in Prof. S. S. Basavanal Library by the users: A Study”** Under the Guidance of **Dr. Gururaj S. Hadagali**, Assistant Professor Department of Library and Information Science, Karnatak University, Dharwad.

***SEMINAR’S, WORKSHOP’S AND CONFERENCE’S PARTICIPATED CERTIFICATES***

1. Attended the national seminar on *“Scientometric indicators to evaluate science and technology output of Universities and Premier Institutions in India”* under the UGC/SAP/DRS-I organized by the Department of Library and Information Science, Karnatak University, Dharwad during 27-28 December, 2013.
2. Attended the one-day seminar on *“Training for Trainer in a Digital Environment* organized by the Department of Library and Information Science, Karnatak University, Dharwad during 13th March, 2015.

***PERSONAL DETAILS***

Date of Birth : 28/11/1990

Caste : IIIB

Marital Status : Single

Languages known : English, Hindi and Kannada.

Others : Reading News Papers, Playing Cricket, and etc…