**CHANDRAN**

**To,**

**Respected Sir/Madam,**

Sub: Application for the post of **LIBRARIAN** – reg.

I am highly willing to apply for the **LIBRARIAN** in your esteemed organization. I have completed **M.L.I.Sc** and **M.Phil** Degree in Library and Information Science in Bishop Heber College - Trichy. I have around Nine years experience in Library Science field. I have enclosed my detailed Bio-Data along with this letter for kind perusal and consideration. If given an opportunity, I assure you that I will discharge my duties with utmost sincerely and honesty.

Thanking you,

Yours faithfully,

**(Chandran)**

**CHANDRAN.**

**Email:**

**Chandran.370655@2freemail.com**



**Career Objective**

A challenging position for handling the Digital environment and to increase the productivity and performance by giving value added service.

**Educational**

M.PHIL, (Library & Information Science) Bishop Heber College, (Autonomous) Trichy,

2007-2008, First class.

M.L.I.Sc., (Master of Library & Information Science) Bishop Heber College,(Autonomous) Trichy,

2004-2006, First class.

B.A., (History)St.Joseph’s College, (Autonomous) Trichy,2001-2004 Third Class.



**Experience**

**Currently I am working as a Librarian in Ramco Institute of Technology, Rajapalayam (15 Jul 2013 to Still date).**

**Assistant Librarian** in **Amrita Vishwa Vidyapeetham University,**

Coimbatore (17 Sep 2012 to 12 Jul 2013).

**Librarian** in **Sri Venkateswara Dental College and Hospital-**Chennai **(A Unit of Vels University)** (01 June 2009 – 14 Sep 2012)

**Assistant Librarian** in **Kalasalingan University**-Krishnankoil. (13 Oct2008 to 26 May 2009)

**Assistant Librarian** in Nehru College of Engineering and ResearchCentre, Kerala (12 June 2006 to 10 August 2007)



**Knowledge of Library Automation Software**

**Library Software : AUTOLIB, NIRMAL, LIBSYS, Ex+, LIBASOFT(MODERNLIB),**

**LIBGENIE**

**Maintaining Institutional Repository Server Using Green**

**Stone Digital Library Software.**

**Computer Skills** **: MS Office, Surfing & online journal, internet search engine**

**Roles and Responsibilities**

* Books, Journals, Back Volumes, CDs etc. purchase and maintaining.
* Budget Preparation for Library.
* Technical processing of Books, Journals and CDs.
* Books classification and cataloguing
* Documentation preparation and Maintaining.
* Maintaining book circulation.
* Conducting orientation programme for new users.
* Conducting Book exhibition.
* Maintaining and arrange the Reference materials properly.
* To give online services to the users.
* To managing stack areas.
* To guide to students for retrieving books easily.
* To maintain the various register.
* Preparing Newspaper Clippings.
* To guide the readers accessing for databases.
* To develop digital library.
* To develop automate the library.
* Maintaining the non-book material.
* **Preparing documents and reports for Anna University & AICTE Inspection.**
* **Preparing documents and reports for ISO 9001:2015 Certification.**
* Create and maintain of Institutional Repository with (Green Stone Digital Library) .
* Overall administration of the library and to give better services to the users.

**Project**



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| **M.L.I.Sc** | As a Part of the course curriculum done a project study titled “**A Study on** |
|  | **Effectiveness in Training Programme among College Librarians in** |
|  | **Trichy City”** |
| **M.PHIL** | **“NIT Library Websites in India**”**: An Evaluation** |
| **Paper Presented** |  |
| **National Level** | A paper on “***Issues of policy making in Libraries***” on the 4th National |
|  | seminar on issues of policy making in Libraries and information centers in |
|  | IT ERA, on 29-30 December, 2004 at Bishop Heber College,Trichy,India. |
|  | A paper on “***Need for National policy for Librarians in India***” on the 4th |
|  | National seminar on issues of policy making in libraries and information |
|  | centers in IT ERA, on 29-30 December, 2004 at Bishop Heber |
|  | college,Trichy,India. |
|  | A paper on “***Role and Responsibility of professional association in LIS*** |
|  | ***education*** “ on the National seminar on quality assurance and |
|  | accreditation of library and information science education (QAALISE) |
|  | through Distance learning, on 24-26,November,2005 at Annamalai |
|  | University, Chidambaram,India. |



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|  | A paper on “***Open Sources for LIS jobs in job market***” on the 5th |  |
|  | National seminar on Preparing Library and information science |  |
|  | professionals to meet the emerging challenges in the knowledge society on |  |
|  | 17-18 Mar2006, Bishop Heber college,Trichy,India. |  |
|  | A participated on “***IATLIS***” on the seminar on quality education on |  |
|  | library and information science, on 24-26,November,2005at Bishop Heber |  |
|  | College,Trichy,India. |  |
| **State Level** | A paper on **“*student service center in BHC*”** on the Media and |  |
|  | Libraries,on 7-8 October,2005 at Bishop Appasamy college, |  |
| ***Workshop Attended*** | Coimbatore, India. |  |
| Workshop on Conservation of Library Materials at the Thanjavur |  |
|  |  |
|  | Maharaja Serfoji’s Saraswathi Mahal Library on 22&23 Jan-2005. |  |
|  | Workshop “***Seminar on Database Act awarness programme of Library*** |  |
|  | ***materials***” (jointly organized by National Library, Kolkata and |  |
|  | publications division of Bharathidasan University) on 13-15 Sep-2005, |  |
|  | Bharathidasan University. |  |
|  | Workshop on “***E-resources: collection, evaluation and management***” on |  |
|  | 22nd Oct-2005, Sri Krishna College of Engineering and Technology, |  |
|  | Coimbatore. |  |
|  | Two days’ workshop on “***Web Designing and Development***” on 10-11 |  |
|  | Feb 2006, Bishop Heber College, Trichy. |  |
|  | Workshop on “***Application of SPSS in LIS Research***” on 13th Feb 2006, |  |
|  | Bishop Heber College, Trichy. |  |
|  | Workshop on “***WINISIS***” on 24-25 Feb 2006, |  |
|  | Bishop Heber College, Trichy. |  |
|  | Workshop on Conservation of Library Materials at the Thanjavur |  |
|  | Maharaja Serfoji’s Saraswathi Mahal Library on March-2006. |  |
|  | NPTEL workshop jointly organized by IIT Madras on 28 March 2013. |  |
|  | Workshop on ICSSR sponsored Two Day National Workshop on |  |
|  | Open source software for academic, special and public libraries” |  |
|  | held on 23-24 Jan 2014 at Alagappa University, Karaikudi. |  |
|  | Workshop for Library Professionals Technical Staff & Lab |  |
|  | Assistants on Implementation of Dspace in Institution , held on 13 |  |
|  | Dec 2014, at Dr.Mahalingam College of Engineering and |  |
|  | Technology. |  |



**Extra Curricular Activities**

* Participated in Sub-junior State match for Foot Ball held at Puddukotai and Thirunelveli, 2000, 2001 & Fine Arts.
* Browsing Internet, Sports, Fine Arts.

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**PERSONAL MISSION STATEMENT:**

**I have the serenity to accept the things. I cannot change courage to changes the things. I can and wisdom to know the difference**

* **Self-Confident Person**
* **Hard Worker**
* **Flexible in Nature**
* **Willingness to Learn**
* **Ability to Work in Both Individually and in Team.**

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