**Dr. MADHAVAN**

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|  | Cell Phone: C/o 971502360357 |
|  | E-mail: madhavan.377943@2freemail.com  |
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**Profile:** Enthusiastic, Collaborative, and Dynamic, Library Administrator committed to deliver new libraryservice model to Library Patrons. Dedicated to fostering a welcoming and inviting library ambience. MLIS from the University of British Columbia, Canada with several years’ experience in library management. Demonstrated ability to actively work with Academia, Management, and all staff members to advocate for and advance the mission of the organization. Proven ability to effectively use Knowledge Management Technologies and the ability to develop Online Learning Resources including Subject Guides. Strong service commitment, and willingness to assume a variety of assignments, and to provide primary administrative leadership for all operational areas of the Library Management.

**ACADEMIC &PROFESSIONAL DEVELOPMENT**

* Master of Library and Information Studies (MLIS); The University of British Columbia, Vancouver, Canada; November 2009 (B+ Grade-79.1%).
* Online Training Programme on *E-Learning Technologies*; Asian Development Bank Institute, Tokyo, Japan. March 2007.
* Visiting Researcher; Asian Studies Department, The University of British Columbia, Canada (2006).
* Training Programme on Information Technology (CIT); CMC Limited, Kolkata, India. May 2001.
* Doctorate-Literary Studies; Jadavpur University, Kolkata, India; December 1996.
* Masters’ Degree-Distance Education. IGNOU, New Delhi, India; April 1994 (B Grade -79 %).
* Masters’ Degree-Literature; University of Kerala with first rank, New Delhi, India; April 1994; (high First Class with Gold Medal-74 %).
* Undergraduate Degree- Library and Information Science (B.L.I.Sc.)University of Kerala, Thiruvananthapuram, Kerala, India; September 1987 (High Second Class-57%).
* Undergraduate Degree-Zoology (B.Sc.) University of Calicut, Tenjhippalam, Kerala, India; September 1983 (First Class - 65.6%)

**SEMINAR PRESENTATIONS (SELECTED)**

* *Service Quality in Academic Libraries: Case Studies from Delhi.* International Conference onReshaping Libraries (ICRL 2018); Jaipur, India. February 2018.
* *Customer- Focused Library Services in Academic Libraries: a Case Study From Gitarattan International Business School, New Delhi*. NACLIN 2017; New Delhi, India. November 2017.

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* *Changing Façade of Libraries in the Era of Knowledge Management*; International Conference onKnowledge Management; New Delhi, India: February 2015.
* *Multimedia Content Generation Using HTML*. National Seminar on *Sarva Shiksha Abhiyan* ; IndiraGandhi National Open University; India; March 2005.
* *Digital Libraries in E-Learning*; International Conference on Digital Libraries, India; InternationalConference on Digital Libraries (ICDL 2004). February 2004.
* *Librarians as Information Managers*; IASLIC National Seminar. Dehradun, India; December, 2003
* Bibliographical Control in Digital Era; Training –Cum Workshop for Librarians in the North East India ; Central Reference Library; Agartala, India; March 2003.
* *Open Schools : Need And Target* ‘National Seminar on Open School : National Institute of Open

Learning and Rabindra Open School (West Bengal State Open School ;Kolkata. February 2003.

* *Digital Libraries and Distance Education*; 16thAAOU Conference; Seoul, South Korea. Associationof Asian Open Universities; November 2002.
* *Application of Multimedia in University Libraries*; IASLIC National Seminar. Trichur, India;December, 1998.
* *Research in Distance Education*: IGNOU National Seminar on Distance Education. New Delhi,India; January 1995.

**SELECTED ACCOMPLISHMENTS**

* Developed Knowledge Hub with 2000 E-Books and 932 videos at BML Munjal University (2016).
* Organized an International Seminar on ***Knowledge Management*** under the aegis of Asia-Pacific Institute of Management jointly with the Delhi Library Association. (New Delhi, India; February 2015)
* Implemented the KOHA in Eight libraries in the Jain Irrigation Systems (JISL), India and supervised the conversion of bibliographic records of 40000 books in to KOHA Platform Module.(Feb. 2013)
* Reduced library Operational Costs of the libraries under the JISL India by INR 2.3 Million: (September 2012).
* Coordinated the Library Internship program for MLIS Students at Jain Irrigation Systems Ltd., Jalgaon, Maharashtra, India (July-December 2012).
* Chaired a Seminar Session and presented a paper in the International Conference on " Sanskrit In Asia – Unity and Diversity" organized by Silpakorn University, Bangkok, 2005in connection with the 50thBirth anniversary of Princess of Thailand.
* Edited two Annual Volumes of *Indian National Bibliography* (1996 &2002); CRL, India; Aug. 2004.
* Supervised the development of two Bibliographical Databases using different software suites viz. LIBSYS and GIST; Central Reference Library (CRL), Calcutta, India; July 2004.
* Organized *National Seminar on Indian Theatre* for MANAS *CALCUTTA* in collaboration with the Department of Culture, Government of India, New Delhi. May 2004.

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* Acted as the Interview Board Member for the selection of Assistant Librarians. West Bengal National University of Juridical Sciences, Calcutta, India; August 2003.
* Chairman of Concluding Session: One-day Validation program of Distance Learning Materials. Administrative Training Institute, Kolkata, India; July 2003.
* Organized *National Seminar on Indian Literature* for MANAS *CALCUTTA* in collaboration with Sahitya Akademi, New Delhi. July 2002.
* Developed the computer training materials and presented in the AAOU conference, 2002.
* Chairman of Conference Session in the All India Oriental Conference Jadavpur; January 1997.

**RESEARCH EXPERIENCE**

* Project on *Information- Seeking Behavior of Library Patrons* in Surrey, BC, Canadaas part of MLIS Program at the University of British Columbia (UBC), Canada (January 2009).
* Research Project on *Facetted Classification* as part of MLIS Program at UBC (November 2008).
* Group Project on *Collaborative Learning and Learning Commons* at the UBC (October 2008).
* Project on *Library Services for Newcomers: Furthering the Information Literacy of Transitioning* *Immigrants* as part of the Research Methodology Course of MLIS Programme (June 2008).
* Project on Open Learning (Distance Education) in Developing Countries (1999-2000).

**PUBLICATIONS**

* *Service Quality in Academic Libraries: Case Studies from Delhi.* In Kaul, et.al. Eds. (2018).

*Reshaping Libraries: Emerging Global Technologies and Trends (*Proceedings of the InternationalConference on Reshaping Libraries -ICRL 2018).New Delhi, India; Developing Library Networks-(DELNET). ISBN:978-93-82735-13-7.Pp.194-212.

* *Learning Management Systems and Distance Education. Informatics Studies (3.3) Pp. 16-23*
* *Perspectives on Knowledge Management* (Jointly Edited by K. Madhavan, R.K.Bhatt, and R.RamanNair)*;* KK Publications, New Delhi; July 2016.478p.(ISBN :978-81-7844-240-2).
* *National Bibliographic Control in India: Challenges and Promises in Digital Era;* National LibrarySeminar Proceedings 2007.Pp.174-186.
* *Need for an Asian Open Learning Network to Strengthen Open and Distance Education;* AsianJournal of Distance Education. (Electronic Journal).Vol.2.No.2 (2004).
* *Raja Dharma According to Manu*. Indian Journal of Juridical Sciences. Vol.1 No. 1. Pp.237-254.
* *The Bhatti-Kavya: A Critical Appraisal.***(Book);**Kolkata. Sanskrit PustakBhandar, 2001. 365 p.
* *Role of Distance Education in Developing Countries* **(Book)**; 2000.316p.
* *Article on Indian National Bibliography .Granthalokam, Vol. 50, No. 11 (November 1998).Pp. 13-15.*

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* *Distance Education in Kerala: Some Suggestions For Systematization and Coordination..* University. Vol. 37 No. 22 (31 May 1999).Pp.04-09.
* *Article on Indian Library Scenario (in Malayalam) Granthalokam*, September 1996*.Pp.23-26*
* *Bibliographic Control of Indian Official Documents; Present Status and Future Plans;* 1996. In
* *New Trends in the Management of Indian Official documents*. 1996. Pp.37-50.
* Article on *Open Universities* (in Malayalam) Vijnanakairali, March 1995. Pp.193-201.
* Article on Distance Education and Libraries (in Malayalam) Vijnanakairali, March 1995. Pp.193-201.

**DISTINCTIONS**

* First Rank in MA Sanskrit Examinations of Kerala University (1985).
* Kozanchery Memorial Gold Medal for securing first Rank in MA Examinations (1985).
* Attoor Memorial Prize for securing First Rank in MA Sanskrit MA Sanskrit (1985).
* Kerala University Union Gold Medal for securing first Rank in MA Sanskrit Examinations 1985).

**PRESENTION AT WORKSHOPS/ LIBRARY ORIENTATION SESSIONS**

* Library Services and Resources at BMU Library (Knowledge Resource Centre). Library Orientation for New Faculty and Staff members. 31st August 2017. 15 Participants.
* Print and E-Resources at BMU Library (Knowledge Resource Centre). Library Orientation for New Faculty and Staff members. 06thJanuary 2017. 22 Participants.
* Library Services and Resources at Knowledge Resource Centre. Library Orientation for New Faculty and Staff members. November 3, 2010. 19 participants.
* Information Services and Library Services at BMU Library. Library Orientation for New Faculty and Staff members. 08thSeptember 2016.13 Participants.
* Innovative Library Services at BMU Library. Presented before Senior Management. New Delhi,India. 19thMarch 2016.
* Management of Electronic/Digital Resources. Library Orientation Programme for the Faculty at the BML Munjal University, Gurgaon, Haryana, India. 17thDecember 2015.35 Participants.
* *Information Resources at the Learning Resource Centre of the Asia Pacific Institute Of Management and their Documentation for the Compliance with NBA Guidelines*. Presented before

Senior Management Committee on Accreditation at the Asia Pacific Institute Of Management. 02nd December 2014.12 Participants.

* Strategic Planning for the Learning Resource Centre of the Asia Pacific Institute of Management. Presented before Senior Management. 19th August 2014.15 Participants.

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| ***Dr. MADHAVAN –Curriculum Vitae*** ***madhavan.377943@2freemail.com*** |  |
| **PROFESSIONAL EXPERIENCE** |  |
| **Librarian** | **2017 -** |

*Gitrattan International Business School, Rohini, New Delhi, India*

Founded by The Rohini Education Society, is a not-for-profit initiative offering undergraduate and post-graduate courses in Management and undergraduate courses in Law. The main duties include:

* Reclassified more than 11,000 books on disparate subjects including *Business Studies* and IT
* Recommended policies and procedures to facilitate cataloging of Library books and E-Resources
* Used various online computer systems to assist with functions such as cataloguing,acquisition, circulation, bibliographic information and reports
* Supervised the Classification of 400 books as per DDC 23rd Edition and trained the library team
* Served as primary contact for vendors and updated related files and License agreements
* Registration with Database Providers and maintaining accurate title lists for each e-journal package
* Negotiated license agreements with Database Vendors and Journal Suppliers
* Represented the Organization in National and International Seminars

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| **Librarian** | **2015 - 2017** |

*BML Munjal University, Gurgaon, India*

Founded by The Hero Group, BML Munjal University (BMU) is a not-for-profit initiative offering undergraduate and post-graduate courses in Management and undergraduate courses in Engineering and Commerce. The main duties include:

* Selected materials, oversee collections, and manage budgets for Engineering and Technology
* Developed virtual knowledge-base of 2000 e-books; acted as the Single Point of Contact for the NPTEL Resources and interacted with SOPCs at various IITs;
* Created new collections and increased circulation of all library materials by 150%;
* Searched databases in order to locate and access materials to assist patrons with their research.
* Responsible for all operations of the library that includes long term planning, budgeting, administration, and management of staff.
* Slashed Database subscription costs 20% by negotiating pricing and fees, while ensuring the continuation and enhancements of services
* Guided and supervised the Library team in performing various Collection Management functions and technical functions: (Acquisitions, Bibliographic Services, Accessibility Services and Resource Sharing).
* Work in close collaboration with Vice Chancellor, University Deans, and faculty in developing all aspects of Library Planning, Policy Development, and financial management.
* Served as liaison to and provide research assistance for faculty and students

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* Provided reference, instruction, research consultation, and library orientation services as needed in service to the BMU academic community.
* Collaborated with Accounts Department, Purchase Department, IT Department, and managed the e-resources acquisition process.
* Served as primary contact for vendors and maintained up-to-date vendor information files, including Current license agreements and financial information.
* Negotiated and updated license agreements and contract documents with Database Vendors and Print Journal Suppliers
* Contributed to University Library operations and initiatives through leadership and participation on committees, task forces, and working groups as assigned
* Guiding the Library staff in accessing bibliographic information from authentic international sources such as Library of Congress catalogue using the Z39.50 Gateway;
* Expanded patron awareness of library holdings with constant interaction with patrons
* Providing technical guidance and Cultural Sensitivity Training to library staff.
* Interacted with different stakeholders including LIS Faculty and database vendors; classifying books and advised library staff on cataloguing.
* Assisting MBA and B. Tech students in accessing print and electronic information resources.
* Prepared library documents for the inspection of UGC Inspection Committee;
* Answered reference questions from patrons and trained them in locating required reference books.

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| **Chief Librarian** | **2014-15** |

*Asia-Pacific institute of Management, New Delhi, India*

Established in 1996, the APIM ranks amongst the top Business schools across India. The 2014 Business Today -MDRA survey ranked the Asia-Pacific institute of Management amongst the top 10 B-Schools in North India. The main duties included:

* Developed a Customer -Focused Library Service Model and resolved patrons’ complaints tactfully and professionally
* Responsibilities included providing reference and research assistance to library patrons, conducting bibliographic instruction, faculty liaison, and preparation of library publications.
* Served as a Team Member of the Coordinating Groups such as Accreditation Preparation Committee and involved in long-term administration in a collegial decision-making environment.
* Assumed various collection development assignments for the Reference Collection.
* Acted as Electronic Resources Librarian, working closely with Faculty and students
* Developed and managed collections of books and journals (both print and electronic)
* Carrying out staff management, including recruitment and selection, appraisals, and training

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* Assumed various Coordinator roles including those for Information Desk and Online Services.
* Dealing with purchasing resources; maintaining relationships with external bodies, such as publishers
* Selecting, acquiring and cataloguing information using library automation software;
* Assisting researchers with literature searches using databases; delivering information and learning skills courses for students and staff
* Dealing with user enquiries and arranging one-on-one advice sessions; participating in professional groups or networks; providing guidance to library staff on library operation;
* Interacted with different stakeholders including LIS Faculty and database vendors; classifying books and advised library staff on cataloguing ; assisting MBA students in accessing print and electronic information resources ;
* Involved in purchasing books and journals related to Management.
* Training patrons on how to locate reference books and information related to their research needs
* Guided Library interns and library staff in accessing bibliographic information from authentic international sources using the Z39.50 Gateway.
* Provided primary administrative leadership for library operational areas, and overall direction for the Library including strategic, financial and space planning
* Actively collaborated with various Library Networks to identify resources to maintain state-of-the-art services to Library users

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| **Library Advisor** | **2012-2013** |

*Jain Library Services comprising network of 8 libraries*

Jain Irrigation Systems Ltd., Jalgaon, Maharashtra is a multinational organization employing over 9000 staff, which has been honored recently for *Innovating for a Better Tomorrow* by **Network18 & Infosys** (2014).The main contributions made to the organization included:

* Slashed the Library Operational Cost by INR 22 Lakhs (US$ 35,000) by streamlining Library Operations and implementing new Library Management System.
* Introduced automation and Networking of library system containing 8 libraries ;
* Advised the management on streamlining the operations and workflows of the of libraries;
* Conducted research on library management software for integrating all the libraries in the system ;
* Selected and implemented the library management software KOHA ;
* Interacted with the IT department and secured separated server for library network;
* Supervised the cataloguing and classification of approximately 20000 books at different libraries; downloaded, edited and upgraded data files and MARC records using the Z39.50 Gateway.
* Supervised the conversion of bibliographic information of 40,000 books in Excel format on to KOHA cataloguing Module;

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* Submitted reports to the management for the automation and integration of libraries under the Jain Irrigation Library Services; developed policy manual ; coordinated six-month library internship for Library Science post graduates; streamlined work processes and workflows ;
* Introduced internship for MLIS graduates; suggested remodeling and redesign of Library space
* Prepared weekly schedules for the initial training program of the Library Internship ;
* Provided information services to senior management, and faculty at Anubhuti School;
* Identified and accessed research articles for Scientists at the Biotechnology Library;
* Offered information services to international academia;
* Interacted with LIS faculty, practicing Librarians and Faculty;
* Developed working relation with authorities at different levels and with professional associations;
* Advised the library staff on collection development procedures;
* Networked with different libraries and secured publications on reciprocal basis.

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| **Information Manager** | **2010-2011** |

*Minerva Learning Solutions,* Vancouver BC, Canada (Small Scale Business Organization): the main dutiesincluded:

* Conducted online search on the business scenario in greater Vancouver;
* Interacted with the government authorities and incorporated the organization;
* Designed marketing materials and developed business strategies;
* Identified funding agencies and prepared funding applications.
* Developed financial objectives and prepared Business Plan, andAnnual Budget; maintained professional and technical knowledge by attending educational workshops;
* Reviewing professional publications; establishing personal networks;
* Benchmarking state-of-the-art practices
* Participated in Professional Development Programmmes organized by Professional Societies.

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| **Assistant Librarian** | **1999-2009** |

*Central Reference Library*, Kolkata (CRL), Kolkata.

CRL is a subordinate office under the Ministry of Culture, Government of India and it is the national bibliographic center of India. It publishes two important reference sources namely *Indian National* *Bibliography (INB)* and *Index Indiana* .The major contributions include:

* Led a team of 35 professionals and developed Bibliographic databases of Indian National Bibliography (INB)
* Edited two annual volumes of INB (1996 and 2002) and Edited Monthly Volumes of INB
* Provided information services to 300 patrons (faculty and research scholars)
* Classified 4000 books using DDC 22nd Edition

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* Developed *Author Directory* and *Subject Directory*
* Supervised the cataloging of 3500 books using AACR-@ and MARC 21 Specifications
* Assisted librarian in the international cultural exchange Programs
* Organized professional development programs and interacted with LIS faculty
* Served as a member in library automation committee and professional development committee;
* Presented papers as company representative in International Conferences and seminars
* Worked with the *high power committee* on pay- revision of Assistant Librarians.

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| **Academic Counselor (concurrent job)** | **1997-2005** |

*Indira Gandhi National Open University* (IGNOU) Regional Centre, Kolkata

IGNOU is the leading mega open universities in the commonwealth countries. The main duties performed in this role included:

* Provided counseling and taught 30 PGDLAN) Post Graduate-Diploma in Library Administration and Networking) students (Subject: Information Systems);
* Evaluated assignments and conducted Practical Sessions; counseled 230 PGDDE (Post Graduate-Diploma in Distance Education) students (Subject: Information Technologies).
* Taught MS Access and a database management system based on Oracle; developed teaching materials and other resources for program delivery.
* Delivered presentations at conferences, workshops and symposia; administered specialized testing and assessment programs;
* Carried out research on facets of distance education and published articles.

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| **Sub-Editor (*Index Indiana*)** | **1989-1998** |

*Central Reference Library, Kolkata, India*

CRL is a subordinate office under the Ministry of Culture, Government of India and it is the national bibliographic center of India. It publishes two important reference sources namely *Indian National* *Bibliography (INB)* and *Index Indiana* .The major contributions included:

* Prepared Author Indexes and Subject Index for the purpose of authority files
* Compiled and indexed research articles for the Periodical Index *‘Index Indiana*
* Provided specialized programs and reference services to research scholars
* Organized library information and orientation programs and tours to students
* Attended National Library Science Seminars as Company Representative
* Attended workshops and made Seminar Presentations
* Prepared Purchase Orders and negotiated with vendors for subscribing to periodicals
* Assisted the General Editor in the editing of Annual volumes of *Index Indiana*.

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**FINANCIAL ASSISTANCE & FELLOWSHIP**

* **Financial Assistance for Post –Secondary Studies** BCH Canada; 2009 (amount: CDN $ 750)
* **Financial Assistance for Presenting Paper**

Commonwealth of Learning, Vancouver, Canada. Purpose: for presenting a paper in AAOU

Conference, Seoul; Amount: US $ 250. (November 2002).

* **Financial Assistance for Publishing Book**

Rashtriya Sanskrit Sansthan, New Delhi; 2001(amount: RS.20, 000).

* **Junior Research Fellowship**

Selected for the **Junior Research Fellowship**; University Grants Commission, India. (1988).

**PARTICIPATION IN CONFERENCES**

**International Conference on *Protection and Preservation of Literary Heritage Collection*.**

South Asia University, and Hardayal Municipal Public Library, New Delhi; India; December 2016.

**ILA Annual Conference 2012**

Indian Library Association; Mangalore, Karnataka, India; February 2012.

**BCLA Annual Conference 2009**

British Columbia Library Association; Vancouver, British Columbia, Canada; April 2009.

**IFLA (International Federation of Library Associations) Conference session (Satellite Meeting) on *Library Services to Multicultural Populations Section***

Vancouver, British Columbia, Canada; August, 2008.

**SACPAN 2006**(Conference on South Asia)

India and South Asia Research Center, University of British Columbia, Vancouver; February 2006.

**IASLIC National Seminar 2004**

Indian Association of Special Libraries and Information Centres; Kolkata, India; December 2004.

**ILA Annual conference 2003**

Indian Library Association; Bangalore, Karnataka, India; January 2003.

**Grundtvig International Conference on Education and Development**

Grundtvig University ( Denmark) Adult and Continuing and Education Centre, JadavpurUniversity,Kolkata ; January 1999.

**IASLIC National Conference 1998**

Indian Association of Special Libraries and Information Centres; TrIchur, Kerala, India; December 1998.

**ILA Annual conference 1997**

Indian Library Association; Coimbatore, Tamil Nadu, India; December 2003.

**ILA Annual conference 1991**

Indian Library Association; Madras, Tamil Nadu, India; December 1991.

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**ATTENDANCE IN WORKSHOPS /SEMINARS**

* One- day workshop on the ***Functioning of Local Chapters of NPTEL***. IIT Kanpur and Indraprastha College of Engineering, Ghaziabad, Uttar Pradesh, India on 31st January 2017.
* Seminar on *Reminiscences of Late Professor S.R. Ranganathan: A Tribute to Father of Indian*

*Library Science"*. Delhi Library Association, New Delhi, India: November 2016.

* National Seminar on *Relevance of Dr. S. R. Ranganathan in Digital Era*; Indian Library Association, New Delhi, India: September, 2016.
* Seminar on *Reinventing Libraries for the New Generation of Library Users;* DELNET, New Delhi, India: August 2016
* *Encyclopedia Britannica Event on Digital Learning Solutions*. New Delhi, India: August 2015.
* Workshop on *Systematic Review Methods;* Vancouver, British Columbia (BC), Canada: June 2015.
* Workshop on *Point of Care Tools;* Surrey, BC, Canada: June 2015.
* Workshop on *Evidence* *–Based Practices in Health Librarianship***;** Vancouver, Canada: June 2009.
* Workshop on *Digital Libraries*; New Delhi, India: February 2004.
* Interactive workshop on Delivery of Books and Newspapers (Public Libraries) Act, 1954.Thiruvanthapuram, Kerala: January 2004.
* Workshop on *Customer Satisfaction Management in LIS Settings***;** Calcutta: September 1997.
* Five-day workshop on Universal Decimal Classification. Indian Association of Special Libraries and Information Centres (IASLIC) and Jadavpur University, Calcutta: February 1995.

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| **PROFESSIONAL ASSOCIATION ACTIVITIES** |  |
| **Canadian Library Association, Ottawa, Canada** |  |
| Member (2013-2014) |  |
| **British Columbia Library Association, Vancouver, Canada** |  |
| Member (2010-2011) |  |
| **Canadian Health Libraries Association** |  |
| Student Interest Group Member (2008-2009) |  |
| **Canadian Institute for Research in Distance Education** |  |
| Member (2007- ) |  |
| **VOLUNTEER WORK** |  |
| Library Champion, NEW*TOBC* Vancouver Public Library, Vancouver,BC, Canada | **2014** |
| Information Centre Librarian, *BC Cancer Agency*, Vancouver, BC, Canada | **2010-2011** |
| President, ***MANAS CALCUTTA***, India | **2003-2005** |
| Faculty of Arts Representative, Kerala University Students Union, Trivandrum, Kerala, India | **1987-1988** |

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**CAREER SKILLS SUMMARY**

* Multicultural work experience and international exposure.
* Sound Knowledge of e‐Resource Acquisition and Management.
* Basic knowledge ***DSpace*** Institutional Repository software
* Working knowledge of Library Management Software packages such as KOHA, and Destiny
* Excellent oral and written skills in English and additional languages
* Training in the area of *Instructional Role of the Librarian* and the ability to provide library instruction
* High degree of computer literacy and demonstrated ability to integrate technology in the workplace
* Working Knowledge of AACR2, MARC 21, and DDC,
* Knowledge of digital library standards, technologies and techniques such as Z39.50
* Excellent planning, analytical, organizing, research, and presentation skills
* Excellent leadership skills and information management skills
* Demonstrated research skills with the ability for the performance of literature searches

**PERSONAL DETAILS**

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| **Marital Status** | : Married |
| **Date of Birth** | **:** 10-09-1962 |  |
| **Language Skills** | **:** English, Hindi, Malayalam, French, and Bengali. |
| **E-Mail:** | **:** **madhavan.377943@2freemail.com** |
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***References Available***

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