

DR. PRADIP DAS

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Phone : 91 – 20 – 67652342 (9:30 to 16:00 hr.)



Objective: Interested to get a challenging role at the Senior Management level in Library and Information Science field, or in Library/Learning Resource Centre which has a hi-tech Digital facility. To offer my learnings, knowledge, and skills, as a researcher in the field of Knowledge Management and research. I am confident to contribute to the documentation of the NAAC, UGC/AICTE, and NBA accreditation process. Confidently dedicated to contributing to Online Literature Surveys through E-resources for the success of the organization. With vast experience in Designing Library, compiling library SOP, Preparing Library Manual, Distributing Manpower etc. I would like to upgrade the library to a high level of professionalism. Being a highly organized and hard-working individual with practical knowledge of TPM Co-ordination, Training Management, ISO 9000 and 14000, 18000 Documentation, HR Recruitment, Environment Management & Garden Development and with my zeal for hard work, I will evidently add value to the organization. With my vast experience in IQAC auditing, I would obviously be an asset to any organization. I would like to reach a position where my experiences aid in organizational excellence and get avenues for continued professional and personal growth.

PROFESSIONAL SNAPSHOT

COMPETENCIES

Library Automation & E-resources
Management
Library Policy and SOP development
Literature Survey & Information Service
NAAC, NBA, ISO, AICTE, UGC accreditation
documentation

OTHER COMPETENCIES

Training management & HR Management
TPM Co-ordination & Documentation
Environment Management and Garden
Development
Editing

➤ 31+ years of experience in Library Management and automation, Information Dissemination, Knowledge sharing & management, Literature survey, E-resource services, and management. Documentation for various Accreditation processes (AICTE, NAAC, NBA, etc.) and for ISO. Successfully fulfilled and upgraded document collection policy for the requirement of several types of accreditation processes in relation to the library.

➤ Active member of IQAC & NAAC team in University for Accreditation documentation.

➤ Successfully developed the Library Manual, Library SOP, and Library Policy for different sections of the library and upgraded those from time to time. Effectively managed library manpower distribution in different Schools/institutes under the University.

➤ Efficient, and result-oriented presentation for IQAC, NAAC and auditing of several accreditations.

➤ Creating knowledge & managing convenient, accessible, and cost-

effective information services that are aligned with the strategic directions of the organization with the digitalization of the library system. Efficient and effective Library services are ensured by using social media and a library orientation program.

- Training Management at various levels in the hierarchy of the university and all institutions under the university. Library Orientation Programme for Faculty and Students.
- Project Documentation, Internal auditing on documentation. Cataloguing, circulation, budgeting, and distributing the flow of resources in various sections of the library.

CORE COMPETENCIES

- Library Management: Documentation for the library website, Planning, Budgeting, Organizing, and updating library resources in Libsys/ERP. Establishing a Digital Learning Platform through ERP. Monitoring Online databases, E-Resource services like ProQuest, EBSCO, IEEE Explore (IEL Online), CMIE, DELNET, Gartner, Harvard Business Review, CEIC Databases, CRISIL, JSTORE, J Gate, Manupatra, Springer, ASME, McGraw-Hill, etc. Library automation/digitalization., CAS, Online Queries services, Indexing, Abstracting services. Literature Survey for users and Research publications. Area of Work Like:
 - Syndication: carried out in-depth research through secondary data (Newspapers, magazines, reports, etc.) to archive and distribute relevant news articles for further study to the Institute and other core research teams.
 - Information Retrieval and Database search: Retrieve information on the queries received from the users. Assisted HODs or heads of research on various activities ranging from data collection to data management.
 - Database Management/Creation of Digital Platform: Maintaining Library Management Databases for disbursing timely information. Updating the digital learning platform through the ERP system. Received recognition from various heads for good data classification and timely completion.
 - Centralized Registry of all Activities / Systematization of work: Uploading data in Digital Learning TCSiON Platform. Guided and tracked the process of creation of Online Information through the OPAC system. Core contributor to structuring the system for customized information management throughout all Institutions in the university.
- Subscribing & Managing periodicals and online databases resources; Providing Document Delivery Service (DDS); Library digitalization; Expert in Reference & Referral Service. Classification, cataloguing, accessioning of documents, stock verification.

OTHER COMPETENCIES

- Training management: Need analysis, Competency Determination, and Training Calendar preparation. Manpower Efficiency Development planning, control, troubleshooting, Skill development, Evaluation of training effectiveness.
- Environment Management: Garden Decoration, Landscaping, Work and purchase order preparation, Estimation of Work-related Accounts, garden architecture & ornamentation, experimenting with new crops & flowers.
- ISO internal Auditing: ISO – 9000, 14000 & 18000 Documentation, Project Documentation & safe custody for all project-related documents.
- Editing our In-house Journal: Collecting all achievements and managing news for publication. Accumulate all news and prepare a representative form. Research and related information coordinator.

EMPLOYMENT RECITAL

1. Since Oct., 2021 working as a University Librarian/Director – Knowledge Resource Centre (KRC)

under MIT Art, Design and Technology University (MIT ADTU), Loni Kalbhor, Pune.

Leading 19 Institutional libraries. Implementing and monitoring strategic planning for documentation, modifying and framing policy as per requirement.

Responsibilities:

- As a Member Secretary ensure proper implementation of decisions taken by the KRC committee.
- Managing and maintaining more than 100,000 library documents in digital format in the ERP system. Updating the Digital Learning Platform.
- Developing Collection in relation to AICTE/UGC rule for four clusters comprising 18 institutional/school libraries under KRC
- Coordinating FDP or MDP to share knowledge in library and information science development.
- Handling various Databases like EBSCO, CMIE, DELNET

Attainments:

- Designing the Logo of KRC and the Library website.
- Compile the SOP of KRC and all libraries under KRC to ensure uniformity in library practices throughout the university.
- Preparation of KRC Manual. Manpower utilization by distributing job rotation & reshuffling.
- Arrange books exhibition to ensure collection development as per requirements of different Institutions/schools
- Frame library policy as per the requirement of different institutional libraries and modernize those from time to time.
- As a part of the information literacy program, creating step-by-step process flowcharts and search techniques to enhance access to E-resources and mailing to all users on the availability of library resources and services, databases.
- Conduct 4 library orientations for students to create awareness of library resources and faculty and give refresher training for all library professionals to ensure the best services from the library.
- As negotiator saved Rs. 33 lakhs in a year for the Collection of Books and renewing E-Resources and licensing agreements..

2. June 2016 to Sept. 2021 worked as a Librarian with MIT Art, Design and Technology University, Institute of Design, Loni Kalbhor, Pune.

- Acted as the Librarian in MIT IOD, under MIT Art, Design and Technology University, and managing documentation, collection development, and E-resource management, for 16 Institutions/Schools under this University.
- Led the library staff and managed the collection of books, project documents, DVDs, CDs, and Journals/magazines. Managing Materials Library for Film and Video, Fashion, Transportation, Architectural, Furniture, Product, Retail and Exhibition, Animation, Graphic, User Experience – design.

Responsibilities:

- Procurement, Classifying, Catalogue, Shelving and weeding out the library materials and documents.
- Managing Library collections in Libsys Software. Maintaining international journals/magazines and annual reports of library materials as per retrieval standards or code.
- Led centralized acquisition and collection development of both books and e-resources for all the schools under MIT ADT University. Executing purchase, clearing, and settlement of reports and reading materials by maintaining proper budget and expenditure reports.
- Monitoring classroom teaching and workshops on Information Literacy, Literature Searching,

Graduate Students' skills, and Database Instructions (All major Design and management and full-text resources).

- Source, gather, filter, organize, and coordinate access to the best selection of internally and externally produced Design-related information resources as a part of Knowledge Management.
- Lead-Manage and monitor the hardware and software for the Library Management System.

Attainments:

- Created and edited metadata records on electronic resources, to maintain quality standards of the library catalogue in software.
- Establishment of digital library and Knowledge management initiatives and information sharing services.
- Library Blog: Develop an in-house blog for the library that gives information about new book collections, the latest news, and articles from various organizations. Intangible benefits – increased social interactions within the group through social media, leading to better performance.
- Lead/Collaborate on library projects, training, and staff development.
- Help to conduct accurate, comprehensive, and cost-effective information research on various branches of design.
- Design the Library website and its content.
- Work with the faculty to integrate the library into the teaching and learning process.

3. 2nd May; 2014 to 31st May 2016 Institute of Design, Loni Kalbhor, Pune as Librarian

Led the Library staff and managed more than 6000 collections of books, 1650 project documents 955 DVDs and CDs, and 83 Journals and magazines. Managing Materials Library for Film and Video, Fashion, Transportation, Architectural, Furniture, Product, Retail and Exhibition, Animation, Graphic, User Experience – design.

Responsibilities:

- Collection Development, Online Service development, and Library automation.
- Manpower distribution in several sections of the library
- Educating the staff with the latest developments in library software and modern use of ICT Tools for providing better library services.
- Project documentation.

Attainments:

- Established the material library system.
- Started library orientation program which was not earlier.

4. 18th Jul.; 2011 to 29th April; 2014 with Mukesh Patel School of Technology Management and Engineering, under SVKM's Narsee Monjee Institute of Management Studies (A Deemed to be University) as Dy. Librarian and a Line Manager for 12 staff members.

Library Administration, Automation and Digitalization. Subscription of Magazines/Journals, Vendor Dealing. Libsys Monitoring and updating. E-resources Services, Library & Blackboard Orientation program every six months both for students and faculties. Conduct interactive sessions to inform the effective use of online databases to Students and Faculties.

Attainments:

- IMS library Software system to Libsys system.
- Blackboard Support for E-learning and to help students and faculties with ready reference sources like syllabus, Question papers, Guest lecture copies, etc. Developed Library OPAC

system.

- A full-fledged E-resource Service has started. Organizing Book Exhibitions, **Conference and Workshop**
- Develop and manage a streamlined and centralized acquisition process.
- Develop and maintain library policies.
- Conducted National Workshop at NMIMS on “Managing Digital Objects and Data”, April 19-21, 2012 as MDP.

5. 28th June 2000 to 14th July 2011, with Vinyl Chemicals (I) Ltd. (Now Pidilite Industries Ltd.), Mahad Joined as Librarian & upgraded to the position of Executive – Library with three promotions.

Contributed to digitization & automation of the library. Successfully managed environment-related documentation, ISO 9000 documentation and auditing, and Training & HR management jobs as additional responsibilities.

Attainments:

- Digitalize the Information Research Centre with 6020 books and 150 magazines.
- Introduce services like CAS, Indexing, Abstracting, and Information retrieval.
- Smooth Training management for 250 Employees, Arranging External /Internal Training.
- Environment Management and Documentation for ISO 14000, ISO 9000.
- Coordinating the TPM (Total Productivity Maintenance) for all the units in Mahad Location.
- Knowledge Management: Assisted by taking demonstrations of various Knowledge Management software; with an aim to select the most appropriate software for the organization. Organized compiled data and structured analysis into a report for the head of research within the organization. **Collected 35 tacit knowledge and organized those at explicit knowledge.**
- Sourcing, attracting, recruiting, and on-boarding qualified candidates with competitive backgrounds, managing, and defining competitive salaries, identifying training and development opportunities and implementing processes to address them, performance management system, and retention program, managing promotions and transitioning. Practice and foster a culture of teamwork and cooperation.
- Participate in the development of electronic resources and new technologies, including portal resources for practice groups, access to electronic publications, and knowledge management initiatives.

6. 18th Nov. 1993 –15th June 2000 with United Phosphorus Ltd., Vapi as Executive – Documentation

Modernized the Library of 7000 Books 100 Journals, and CDs. by Classifying and Cataloguing. Done literature survey on at least 350 compounds & 25 finished products. Worked for ISO-9000 group in different types of documentation. Identified appropriate information technology to acquire, organize, and disseminate information. Subscribing and maintaining research support vendor databases and document repositories improve by introducing Library OPAC. Incorporated new features that can enhance usability and add value to customers.

Attainments:

- Library Expansion / Modernization of the library to change to an Automated library
- Production flow chart for newly launched products
- Enhance the reading habits of all R& D Scientists. Done Literature Survey for 350 Compounds, 25 has launched.

OTHER ASSIGNMENTS

1. **Aug.; 1999 to June; 2000** with GIDC Rofel Institute of Management Studies, Vapi as Part-time Librarian. Establish a library from the grassroots level.

2. **Aug.; 1986 to June; 1989** with Balley Public Library, Balley as Library Assistant.

ACADEMIC RECORDS

Ph. D., M. B. A., (In HR), M. Phil in Library & Information Science, ADIS/DRTC = M. L. I. Sc., B. Sc. (Hons. In Chemistry)

Sr.	Examination passed	Board / University	Year	Class / % of marks	Remarks
1	Ph. D.	Shri JYT University	2018	71.2% in Course work	**
2.	M. B. A (In HRM)	Kaizen School of Business Management	2010	A+ Grade / 76%	With Distinction
3.	M. Phil	Madurai Kamaraj University	2007	1st Class/ 61%	1 Dissertation
4.	ADIS*=M. Lib. Sc.	Indian Statistical Institute.	1994	1st Class / 61.7%	2 Projects
5.	B. Lib. Sc.	Jadavpur University	1991	1st Class / 64.62%	Ranked 3rd

* Associateship in Documentation and Information Science = M. Lib. & Inf. Sc. It is offered by the Documentation Research & Training Centre (DRTC), Bangalore.

** Thesis Title in Ph. D.: An Analytical Study of Knowledge Management in Organizations and its Impact on Libraries: In Context to Mumbai and Pune.

ACHIEVEMENTS

- Achieved National Scholarship from the Government of India.
- Awarded various job certificates on Kaizen, Safety, Interstate competition, etc.
- Achieved Best TPM leadership award in Pidilite Industries Limited

PROJECTS AND PUBLICATIONS

- **In Academic life: Done Projects on:**
 - a) "Thesaurus on Knowledge Representation"
 - b) "Research in Knowledge Representation"
 - c) "Knowledge Management in Industrial Library and its Impact in Industries" (In M. Phil. Degree)
- **In Professional life:**
 1. Cumulative Indexing for Chemical Review and Organic Chemistry.
 2. Production flow chart on various compounds.
 3. MSDS preparation in uniform representation system for ISO 9000.
 4. Information availability through Local Area Network as well to other locations.
 5. Classified and coded all project documents and arranged those in user-friendly order in the cupboard.
- **Published and Presented Paper on: (Attended all the conferences and presented paper)**
 1. Collection Development of Library and Constraint analysis through Expert System, (*In 19th All India Conference of IASLIC*), Calcutta, IASLIC, p.105, 1993.
 2. "Computer Assisted Indexing", in DRTC Annual Seminar, 1994.
 3. "Knowledge Representation and Classification", in DRTC Annual Seminar, 1994.
 4. "The Trend of Application of Expert System in Information Technology", in IASLIC Conference in 1995.
 5. "The Role of Information for Socio-Economic Growth and Development", in IASLIC Conference in 1996.

6. "Promoting Online Databases/Electronic Resources: A Practical Experience", in World Digital Library: An International Journal published by TERI, ISSN: 0974-567X, Sept; 2013.
7. Contributed to Book Chapter "Implementing Knowledge Management in Industrial/Corporate Libraries: An Analytical Approach". Title of Book – Information Management in the Digital Age, Edited by: B. K. More & B.U. Bandsude, Atharva Publication, 2014. ISBN: 978-93-84093-12-9
8. "Marketing of Library and Information Service" in UGC-sponsored National Seminar at Kolhapur, August; 2015.
9. "Knowledge Management in Organization and its Impact on Organization" in *International Journal of Next Generation Library and Technologies*, ISSN: 2395 – 5201, Issue – 3, In Sept. 2015
10. "Change Management in Library: An Analysis", in Multidisciplinary International Research Conference at Kolhapur, 10th Oct.; 2015. Published in *International Journal of Multidisciplinary Research (IJMR)*, ISSN 2277-9302) Vol. IV. Issue – 6 (V).
11. "Status of Academic as well Industrial Librarians in Western India", in International Conference on "Digital Governance: Information Innovation and Libraries". Organized by ASIALA (Asian Library Association) and Indian Institute of Management, Indore at Indore, from 14-16th April; 2016. ISBN: 978-93-5258-425-3
12. "Industrial or Corporate Library as a Knowledge Management Centre", in International Conf. on "Challenges and Opportunities in Library and Information Science and Academic Libraries" on 10th Dec.; 2016. Published in Special Issue of *Scholarly Research Journal for Interdisciplinary Studies*, ISSN: 2319-4766. Impact Factor: 5.403
13. "The Importance of Corporate Libraries in Learning Organization as a part of Knowledge Management", in '*ISST Journal of Advance in Librarianship*', Vol: 7, Issue – 2, Dec. 2016.
14. "Knowledge Management in Organization and the Library Services: A Practical Experience and Analytical Study", in National Conference on Transforming India "Vision for Excellence" on 20th Jan; 2017. Published in Special Issue of *International Scholarly Research Journal for Inter-Disciplinary Studies*, ISSN: 2319-4766, IF: 5.403.
15. "Knowledge Management as Subject in Institute and its Impact on Institutional Libraries", in International Conference on "Library: A Temple of Learning and Knowledge" held on 21st Jan.; 2017. Published in *GNIMS International e-Journal of Library Science*, Vol: 4, Issue – 2, Dec. 2016. ISSN: 2319992X, Impact Factor: 3.216.
16. "Changing Role of Library and Information Professionals in Context of Knowledge Management in Corporate Sector in Mumbai", in International Conference on "Recent Trends, Challenges and Innovations in Government and Public Libraries", of CGLA: RTCI-GPL, 2018 held on 9th & 10th Feb.; 2018. Published the paper in Conference Volume with ISBN: 978-81-927360-9.
17. "Harvesting Knowledge and Library Information Professionals", in the International Conference of ICMBL-2018, on "Marching Beyond Libraries: Managerial Skills and Technology Competencies held on 16th and 17th Nov.; 2018. Published the paper in Conference Volume with ISBN: 978-81-938797-7-1
18. "Use of Social Media: A Change in Library Services" in International Conference on "Library 2030: Moving Toward Smart Technologies, Services and Resource", of CALIBER-2019 held on 28th to 30th Nov.; 2019 at KIIT University, Bhubaneswar. Published the paper in Conference Volume with ISBN: 978-93-81232-09-5
19. "Managing the Use of E-Resources in the Institutions and its Impact on Academic and Research Library" in International Conference on Libraries of the Future: Emerging Trends organized by KIIT University and Management Library Network (MANLIBNET), at Bhubaneswar, 2022. Published in conference volume with ISBN: 978-93-92711-06-0.
20. "The National Education Policy (2020): Challenges and Changes in Library" in 'International Conference on Recent Trends in Academic Libraries: Systems and Services' held at Manav Rachna International Institute of Research and Studies Faridabad Deemed

- to be University during August 18-19, 2023. ISBN : 9789393904188
21. "Leveraging Social Networks to Amplify Library Services and Information Resources: A Study" in International Conference on 'Empowering Libraries Connecting Communities: Innovation, Collaboration, and Entrepreneurship' by IMT, Ghaziabad, NCR, New Delhi, and MALNIBNET 2023 dated 5th to 7th Oct. 2023. Published in Conference volume with ISBN: 9789392711060
 22. "Changing Role of Corporate LIPs for the Cultural Change in Organization in relation to Knowledge Management" in I-KOAL 2024, with Theme : Innovative Technology and Application for Sustainable Library Services on 15-16th Feb., 2024. Published in Conference volume with ISBN:

PROFECIENCY

- | | | |
|------------------------|---|---|
| ➤ Network | : | Lotus Mail, STN & dialogue search, Web – OPAC, Outlook Express, ERP, Digital Learning System |
| ➤ Programming Language | : | C, PROLOG |
| ➤ Word Processing | : | Word Star, Chi Writer, V – Text, Microsoft-Word |
| ➤ DBMS Packages | : | Libsys, Libsuite, Librarian, CDS/ISIS (3.0) |
| ➤ Spread Sheet | : | Microsoft Excel, Lotus, Open Office Excel |
| ➤ Presentation | : | PowerPoint |
| ➤ Operating System | : | MS-DOS (6.22) Windows. |
| ➤ E Resources Services | : | ProQuest, EBSCO, Manu Patra, IEL Online, IEEE, Science Direct. |
- Knowledge of Banner, PGM, Web-based searches and associated technologies, Scanning, OCR, Sales & marketing of technical information products and services

PERSONAL VITAE

Mailing Address: A-304, A Wing, 3rd Floor, Sarthak Shantiniketan, Loni Kalbhor, Pune.

Permanent Address: At + Post – Jalaghata, Via – Singur, Dist–Hooghly, West Bengal – 712409.

Other Information: **Notice Period – Nil** **Current Location:** Loni Kalbhor, Pune

Date of Birth: 10th Day of May 1964

Reference:

1. Dr Goutam Saha, Vice President–Chemistry, TCG Life Science Ltd. (Chembiotek), Salt Lake, Kolkata – 91. Goutam@chembiotek.com
2. Dr A. R. D. Prasad, Ex. HOD, DRTC, Indian Statistical Institute, Mysore Road, R. V. College P. O., Bangalore – 59. Email: ard@drtc.isibang.ac.in

Salary: **Current:** 12.80 lakh P. A. + **other Benefits;** **Expected:** Negotiable

Strength: 1. Curiosity is my biggest trait. Learning continuously from different people and Sources
2. Flexibility to adapt to change and the ability to think laterally and deliver results are the other traits.

Other Skills: Leadership, Excellent oral and written communication and inter-personal Skills
Exceptional team building, organizational and analytical skills coupled with demonstrated relationship management and communication abilities.

Dr Pradip Das

