

Curriculum vitae

Dr. S MUTHUKUMAR

Librarian

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Address : 30/2 Alagaradi 4th street,
Madurai-625016
Tamil Nadu



OBJECTIVE

Willing to do a job of Academic librarian in a well-known and reputed institute and apply the skills and qualities for providing the best service to the organization.

SKILL

Dewey Decimal System

Universal Decimal System

MS Office Suite

Higher Endurance

Time Management

Problem Solving

Adaptability

Collaboration

SUMMARY OF QUALIFICATIONS:

- Nine-year experience as Librarian
- Excellent researching skills
- Excellent typing speed (30 wpm)
- Excellent knowledge of computer to enter and preserve data in digital format
- Love to work with students, teachers and school staff
- Great ability in performing several activities simultaneously with zero errors
- Experience in changing and setting up the layout of library for easy and fast access
- Impressive organizational and interpersonal skills
- Adept in preserving and retrieving electronic data
- Having adequate knowledge on various methods of data analyzing
- Expert in solving any library issues
- Immense love for interacting with public and determining their tastes and needs of reading
- Uncommon ability to adapt quickly to changes and work independently

EXPERIENCE

Librarian

Pandugudi Sri Lakshmi Narayana Vidyalaya CBSE, Madurai, Tamil Nadu

2013 – at present

- Advice and assist students in finding proper books as per their subjects and projects
- Maintain a register and a soft copy for books given to teachers and students

- Research and negotiate with publishers, vendors, and wholesalers on prices of books
- Developed a system that helped in maintaining a correct database of the library resource
- Arranged shelves according to Dewey Decimal order and subject matter for easy finding of books
- Helped teachers and students in accessing information

Post Graduate Trainee

CSIR-Structural Engineering Research Centre (SERC) Taramani, Chennai, Tamil Nadu

2011 – 2012

- Maintained the database of the library resources
- Organized and stack library materials on the shelves according to categories of books and subject matter
- Compiled and maintained reference materials, magazines, newspapers, etc. and increased library collections
- Reviewed subject matter and categorized materials accordingly using a classification system.

EDUCATION

Academic Degrees	: Ph.D., 2020
Doctor of Philosophy Thesis Work	: “<i>Information Literacy and Reading Habits among Higher Secondary school Students: Status of CBSE Schools in Tamil Nadu, India</i>” Department of Library and Information Science Bharathidasan University, Tiruchirappalli – 620 024.
Post Graduate	: M.L.I.S., Library and Information Science, (2011) Bishop Heber College, Tiruchirappalli-620 017 (Affiliated to Bharathidasan University) Average Grade point: 8.8 (First Class with distinction)
Post Graduate Thesis Work	: Title: “A Webometric study on Indian Journal of Cancer”
Under Graduate	: B.Sc. Botany, (2006) (Affiliated to Madurai Kamaraj University) The Madura College, Madurai-625 011 Percentage: 61.3 (First Class)
School Education	: H.Sc. (+2): Physics, Chemistry, Botany & Zoology, (2003) M.L.W.A. Higher Secondary School, Madurai-625001 (State Board of Tamil Nadu) Percentage: 67.5 (First Class) : SSLC (10): (2001) M.L.W.A. Higher Secondary School, Madurai-625001 (State Board of Tamil Nadu) Percentage: 66.6 (First Class)

Technical skill

- : **Junior Grade English Type-writing (30 words per minute)**, 2003
Department of Technical Education
Board of Examinations, Tamil Nadu
Class: Second
- : **DCA (Diploma in Computer Applications)**, 2010
CCI Computer Education, Woraiyur, Tiruchirappalli
Class: A+

ACHIEVEMENTS

- : **Second rank in M.L.I.S. Degree** at Bishop Heber College (2009-2011)
- : **First rank** in Library Automation theory subject in M.L.I.S.
- : **Third prize** in Shot put competition & **Blue House** runners
- : Junior in Kabaddi Tournament on 1997, M.L.W.A. Higher Secondary School, Madurai.

Research papers in Journals:

- Muthukumar, S. and Srinivasaragavan, S. (2019) **Information Literacy Skills of CBSE School Students from Tamil Nadu, India**. *Indian Journal of Information Sources and Services*, 9(3) 305-308. (ISSN: 2231-6094)
- Muthukumar, S. and Srinivasaragavan, S. (2018) **Assessment of Information Skills and Knowledge among Higher Secondary School Students**. *IALA Journal*, 6(1&2): 305-308. (ISSN: 2319-1392)
- Muthukumar, S. and Srinivasaragavan, S. (2017) **A Survey on Secondary School Students Practices of Library in Madurai City, South India**. *International Journal for Innovative Research in Multidisciplinary(IJIRM)*, 2(2): 14-18. (ISSN: 2455-0620)
- Muthukumar, S. and Srinivasaragavan, S. (2015) **Are majority of UPSC rank holders from the students who studied through CBSE?**. *IALA Journal*, 3(2): 49-50. (ISSN: 2319-1392)

Paper presented in International Conferences/seminars

- Muthukumar, S. and Srinivasaragavan, S. (2018). **Does newspaper pay attention to students?: A case study in higher secondary schools**. International Conference on “Rejuvenating Libraries for Information Access in the Digital Era”. Organized by Department of Library and Information Science, Annamalai University, Chidambaram, Tamil Nadu, India between 09th- 10th March 2018.
- Muthukumar, S. and Srinivasaragavan, S. (2018). **Assessment of information skills and knowledge among higher secondary school students**. International Conference on “Knowledge Resources and Technologies in Higher education”. Organized by The Hindu College, Chennai, India between 16th- 17th February
- Muthukumar, S. and Srinivasaragavan, S. (2017) **Information Seeking Behaviour in Digital Environment: Perspectives of CBSE school Students**. International Conference on “Future of Libraries: From Promises to Practice”. Organized by Indian Statistical Institute Documentation Research & Training Centre, Bangalore, Karnataka, India between 15th -17th November

- Muthukumar, S. and Srinivasaragavan, S. (2017) **Strategy of Information to Higher Secondary Schools Students of Madurai City: A Survey**. International Conference on “Knowledge Resources and Library Technologies”. Organized by Department of Library and Information Science, Bharathidasan University, Tiruchirappalli, Tamil Nadu, India between 24th -25th February
- Muthukumar, S. and Srinivasaragavan, S. (2016) **Information on Literacy Programmes in School Libraries: Addressing the Changing Needs of Our School Students**. International Seminar on “Digital Literacy, Information Security and Trending Media in Academic Cubicles”. Organized by ST.Justin’s College of Education, Madurai- 625 009 between 4th -5th November.
- Muthukumar, S. and Samuel Raja, J. (2010) **Best Practices in School Libraries** International Conference on “Information management: Samuel Raja, J. Envisioning the future libraries” Organized by Department of Library and Information Science, Rev. Jacob Memorial Christian College, Santhipuram, Amblikkai- between 7th & 8th October.

Paper presented in National Conferences

- Muthukumar, S. and Srinivasaragavan, S. (2018) **Information Literacy Programmes in School Libraries: A Case Study in South India** National Conference on “From Traditional Libraries to Present Libraries” Organized by Academic Library Association (ALA) in collaboration with National College Trichy – between 07th April.
- Muthukumar, S. and Srinivasaragavan, S. (2017) **Library Use Pattern of Secondary School Students of Madurai City, Tamil Nadu: A Survey**. National Conference on “Issues, Challenges and Opportunities of Library Resource Management (CICOLRM)”. Organized by Dept of Library & Information Science, G.T.N. Arts College, Dindigul – 624005 between 10-11 February.
- Muthukumar, S. and Srinivasaragavan, S. (2016) **Information Literacy Search Skills of CBSE School Students in Madurai** National Conference on “Information to All: Changing Role of Public Libraries in Digital India Initiatives (NCIFA)”, Organized by Dept of Library & Information Science, Alagappa University, Karaikudi- 630 003 between 2nd-3rd September.
- Muthukumar, S. and Srinivasaragavan, S. (2016) **Use of electronic resources in CBSE school libraries of Madurai**. National Conference on “Quality of Library and Information Services for Teaching, Learning and Research in the present Era: Challenges and opportunities”, Organized by Dept of Library and Information Science & Thiruvalluvar College Papanasam- 627 425 between 5th -6th August.
- Muthukumar, S. and Srinivasaragavan, S. (2016) **A Survey on the use of e-books in CBSE Schools**. National Conference on “Recent Trends and its Applications in Library & Information Science and Services”, Organized by Dept of Library and Information Science & Sri Subramaniya College of Engineering and Technology, Palani- 624 615 between 16th April.
- Muthukumar, S. and Srinivasaragavan, S. (2016) **The ICT based Library and Information Services: a survey of CBSE Affiliated School Libraries in Madurai, Tamil Nadu**. National Conference on “Library and Information Services for all: Reaching the unreached in the digital Era”, Organized by Mysore University Library & University of Mysore, Mysore-570 006 between 11th -12th February.

- Muthukumar, S. and Srinivasaragavan, S. (2016) **School librarian: a perspective of the Principal of CBSE School**. National Conference on “Research Methodology in Library & Information Science”, Organized by Dept of Library & Information Science, Alagappa University, Karaikudi- 630 003 between 2nd -3rd March.
- Muthukumar, S. and Srinivasaragavan, S. (2015) **Application of advanced technology including mobile phone in school education: A case study in secondary schools of Madurai, South India**. National Conference on “Innovative librarianship in the knowledge society: Enhancing Teaching, Learning and Research”. Organized by Sri Krishna College of Engineering and Technology & Indian Academic Library Association (IALA), Coimbatore between 14th -16th May.
- Muthukumar, S. and Srinivasaragavan, S. (2014) **Information on Scholarships Available For Secondary and Higher Secondary School Students in India**. National Conference on “The challenges and opportunities in the management of libraries & Information services for knowledge society”. Organized by Department of Library and Information Science, Sadakathullah Appa College and Indian Academic Library Association, Tirunelveli between 28th -29th November.
- Muthukumar and Samuel Raja, J. (2011) **Quality Circle; A Best practice in Library** National Conference on “Best practices in Library” Organized by PG. Dept of Library and Information Science and Alumini Associations of Library and Information Science (AALIS) Bishop Heber College, Tiruchirappalli- between 26th February
- Muthukumar, S. and Samuel Raja, J. (2011) **Enriching the Quality of Library staff an important Resources** National Conference on “Enriching the library Resource” Organized by “National Library seminar – IX Tamil Nadu Library Conference, Tamil Nadu Library Association and J.J. College of Arts and Science, Pudukottai- between 18th 19th & 20th February.
- Muralikrishnan, S. Muthukumar, S and Josuva, J. (2010) **Quantitative Measurement of Publication Output among Librarians** National Conference on “Innovative Qualitative and Quantitative Research Techniques in Digital Era” Organized by PG. Dept of Library and Information Science and Alumini Associations of Library and Information Science (AALIS) Bishop Heber College, Tiruchirappalli- between 13th February.

Participated International/National Seminars

- Participated in One Day International Seminar on “Green Information Technology in Management of Libraries” Organized by the Department of Library & Information Science, School of Information Technology Madurai Kamaraj University, Madurai (23rd April 2019)
- Participated in One Day National Seminar on “Tools and Techniques for Academic Research”, Organized by Academic Library Association (ALA) with Vivekananda College, Madurai, (on 7 January 2017).
- Participated in One Day National Seminar on “Research Writing”, Organized by Academic Library Association (ALA) with Periyar Maniammai University, Thanjavur, (on 4 June 2016)
- Participated in One Day National Seminar on “Accreditation and Quality Management in Library Services: NAAC and NBA Parameters”, Organized by Academic Library Association (ALA) with American College, Madurai, (on 2 April 2016).

Workshops Attended

- Participated in Two Days National Symposium on “Digital Technologies for Research Impact and Information Quality” at Department of Library and Information Science, Bharathidasan University, Tiruchirappalli 22nd & 23rd August, 2019)
- Participated in Two Days National Workshop on “Developing ETD Using Dspace” at Central Library, Alagappa University, Karaikudi (12-13th October, 2018)
- Participated in National Workshop on “Research Intelligence and Scholarly Publishing” at Department of Library and Information Science, Bharathidasan University, Tiruchirappalli (24th August, 2018)
- Participated in One Day National Workshop on “Swayam” at Department of Library and Information Science & UGC-Human Resource Development Centre, Bharathidasan University, Tiruchirappalli (03 May 2018).
- Participated in Two Days National Workshop on “Information and knowledge Analytics” at Department of Library and Information Science, Bharathidasan University, Tiruchirappalli (12-13 August 2015).
- Participated in a Workshop on Soft Skills at PG Department of Library and Information Science, Bishop Heber College, Tiruchirappalli (23 September 2009).

Personal Details:

Date of Birth & Born : 24.10.1984, Madurai, Tamil Nadu, India

Father's Name : S. Sankarappan

Nationality : Indian

Subject Specialization : Library & Information Science

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References

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