

Name: Mr. Babulal Prasad
Campus: Tura
Designation: Library Assistant
Department: Library (Administration)
Qualifications: BBA, BLIS, MLIS
Experience in Years: 11 years at ICFAI University Meghalaya and 2 years outside ICFAI (Total 13 Years)

Role Summary/Operational Duties:

1. Check books and other materials in and out to students, faculty, and staff.
2. Manage library card registrations and update patron records.
3. Handle reservations and renewals of library materials.
4. Sort and shelve books, periodicals, and other materials.
5. Classification using DDC
6. Ensure that materials are properly arranged according to the library's classification system (e.g., Dewey Decimal System or Library of Congress Classification).
7. Help patrons locate books, journals, and other materials.
8. Provide basic reference and directional assistance.
9. Assist with using library equipment such as computers, printers, scanners, and copiers.
10. Perform routine inspection and repair of books and other materials.
11. Withdraw outdated or damaged materials from the collection.
12. Assist in maintaining library records and databases.
13. Prepare and distribute overdue notices.
14. Assist with inventory and collection audits.
15. Organize and set up library events, workshops, and programs.
16. Assist with library orientation sessions for new students and faculty.
17. Assist patrons with accessing digital resources, including e-books, online databases, and academic journals.
18. Troubleshoot basic technical issues with library computers and equipment.
19. Address and resolve patron inquiries and complaints.
20. Accessioning books
21. Represent IUM, Tura Library
22. Manage budgets for resource acquisition.
23. Develop and implement library policies and procedures.
24. Participate in strategic planning and library management.
25. Manage special collections, rare books, and archives.
26. Analyze usage data and feedback to inform decision-making.

Workshop/Training Attended:

1. Attended workshop cum training programme on “**Library Management**” organized by Central Library, North Eastern Hills University, Tura Campus from 22nd -26th July 2013 at NEHU Tura Campus, Meghalaya.
2. Actively participated in workshop cum training programme on “**Knowledge Organization in Academic Libraries**” held from 18th-22nd July, 2016 at North Eastern Hills University,

Tura Campus, Meghalaya.

3. Participated in 10th Convention, Promotion of Library Automation and Networking in North East Region (PLANNER) 2016 on “ **Disruptive Innovations for Libraries: Adopt, Adapt and Evolve**” organized by the INFLIBNET Centre Gandhinagar, Gujrat in Collaboration with North Eastern Hills University (NEHU), Shillong, Meghalaya, from November 9th-11th, 2016.
4. **Participated in the “One Day Workshop on Access to E-Resources by Academia”** held on 21st June, 2017 at North Eastern Hills University, Tura Campus, Meghalaya.
5. Attended the **20th National Convention on Knowledge, Library and Information Networking – NACLIN 2017** organized by DELNET- Developing Library Network New Delhi from November 28th - 30th, 2017 held at India International centre, New Delhi.
6. Successfully completed Six Days Online Training Program on **Open Source Library Management Software KOHA** organized by Jivesna Tech on 20th July to 25th July 2020 held at Jivesna’s E-learning platform.
7. Successfully completed the course on Certificate in computer Application in 2009.

Programme/Seminar Organized:

1. Work as a Convener in Organizing the **World Book Day & Copyright Day on the theme “READ YOUR WAY”** at ICFAI University Meghalaya, Tura on 23rd April 2024.
2. Organized the Seminar on the Topic **“The Age of The Gazelles”** held on 23rd September, 2015 at ICFAI University Meghalaya, Tura Campus.
3. Acted as a Resource Person in the Skill Development Program on **“MS EXCEL-AN ANALYTICAL TOOL”** organized by the department of Information Technology, The ICFAI University Meghalaya, Tura from 12th to 16th Feb 2018.
4. Worked as Computer Instructor at DDS InfoTech Computer Education Centre, Tura from 6th April 2012 to 30th March 2013.

Webinar Attended:

1. Attended DELNET-NUV Webinar on **“Art of Leadership”** on Feb 17, 2024 by Dr. Sandeep Basant, Registrar, Navrachana University, Vadodara.
2. Attended DELNET-IIT Delhi Webinar **“Best Practices for Improving NIRF Ranking”** on Sept 28th, 2023 by Dr. Kalyan Bhattacharjee, Jt. Registrar IITD.
3. Attended **“Celebrating National Technology Day-Emerging AR/VR Technology for Immersive and Interactive Learning Environment”** on May 11th, 2023.
4. Participated DELNET Trestle-Lab **“Celebrating National Technology Day-Emerging Technologies to make Libraries more Inclusive”** on May 11th, 2024.
5. Attended Webinar on **“Knowledge Graphs: Connecting Information over the Semantic Web”** on June 21st, 2024 by

Ms Garima Gujral, Amazon, Germany.

6. Attended DELNET-LIRC, NIIT University, Neemrana Webinar on **create Educational Videos using Open Broadcaster Software (OBS)** on May 31st, 2023.
7. Attended **DELNET Annual General Body Meeting** on December 15th, 2023.
8. Attended Webinar on **“DELNET Network Resource and Service”** organized by Rajagiri College of Social Science, Kochi on 24.11.2020.
9. Attended **“Dr. H.K. Kaul Memorial Lecture 2023”** by Barbara Laison, President, IFLA on July 1st, 2023.
10. Attended online NACLIN 2024-25th National Convention on Knowledge, Library and Information Networking, December 14th – 16th, 2022.
11. Attended Webinar on **“Natural Language Processing (NLP): Humanizing Information Retrieval”** on July 28, 2023 by Dr. Sobha L.
12. Attended DELNET-JIT Webinar **“Unleashing the Power of Data Analytics: Shaping the Future of an Innovative Research Ecosystem”** on March 28th, 2024.
13. National Webinar on **“Language and Communication Skills for Living and Working”** organized by Department of English and IQAC Dispur College in association with Assam College Librarian Association (ICT Cell) held on 11th July 2020.
14. National Webinar on **“Effect and Solution of COVID-19 on Library Services”** held on July 17th, 2020
15. Participated in the Online national Webinar on **“E-Learning and MOOCs”** organized by Library, Government RBR NES PG College, Jashpur, C.G. on 19 July 2020.
16. Participated in National Webinar on **“RFID in Libraries: Standards and Expanding Use”** Organized By Library and Information Science Professionals Association, Assam held on July 26th, 2020.
17. National Webinar on **“Stress Management in the time of Pandemic COVID-19”** organized by Department of Zoology and Central Library SBMS College, Saulkuchi, Assam held on July 6th, 2020.
18. Attending the YouTube live FICCI-COE Webinar on **“Know your Career (KYC) Episode 6: Company Secretary (CS) acts as conscience seeker of the company: Career Prospects as CS in India”** held on August 2020.
19. Attended Webinar on **“Awareness program on use of Online E-resources”** Organized by Central Library Saulkuchi Budram Madhav