

SOUBIL DANDAPAT

LIBRARY & INFORMATION SCIENCE PROFESSIONAL

PROFILE

Library and Information Science professional with over three years of experience in academic, research, and management-institute libraries. Skilled in library automation, digital repositories, cataloguing, research support, and scholarly communication. Experienced in coordinating international conferences, organising professional development programmes, and supporting accreditation (NAAC/AICTE) and research initiatives. Proficient in Koha, DSpace, Scopus, ScienceDirect, and modern library technologies, with a strong commitment to user-centric library services.

CONTACT

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(Open to relocation

KEY STRENGTHS

- Library Automation (Koha, DSpace)
- Cataloguing & Classification
- Research Databases (Scopus, ScienceDirect)
- Digital Repository Management
- Conference & Event Coordination
- Accreditation Support (NAAC/AICTE)

EXPERIENCE

ASSISTANT LIBRARIAN – KALINGA UNIVERSITY, RAIPUR

April 2024 – July 2026

- Managed acquisitions, cataloguing, circulation and reference services for the institutional library.
- Supported faculty and student research using Scopus, ScienceDirect, IOP Science and other institutional resources.
- Assisted in the management of the institutional digital repository using DSpace.
- Coordinated the International Conference “Transforming Libraries through AI for a Smarter Knowledge Future (ICTL-2026)” in collaboration with IIIT Naya Raipur.
- Served as Organising Committee Member for Elsevier workshops and Faculty Development Programmes.
- Assisted in accreditation-related library documentation (NAAC/AICTE) and academic support activities.

LIBRARY TRAINEE – INSTITUTE FOR PLASMA RESEARCH, AHMEDABAD

June 2022 – June 2023

- Worked across multiple library sections: Acquisition, Technical Processing, Circulation, Serials, and Digital Resources.
- Contributed to library projects involving Koha modules and serial accessioning.
- Utilised research databases such as ScienceDirect, Scopus, APS Journals, and iThenticate.

EDUCATION

Master of Library and Information Science
Vidyasagar University, Midnapore, West Bengal – 2021 • Aggregate 81.80%

Bachelor of Library and Information Science
Vidyasagar University, Midnapore, West Bengal – 2020 • Aggregate 73.75%

Bachelor of Arts (Honours in History)
Midnapore College (Autonomous), affiliated to Vidyasagar University – 2019 • Aggregate 58.87%

RESEARCH & CONFERENCE PRESENTATION

- Presented the paper “Massive Open Online Courses through SWAYAM in Social Sciences during COVID-19 Pandemic: A Study” – XXXVII International Conference of IATLIS, Dept. of Library & Information Science, University of Calcutta, November 2021.
- Conducted a dissertation titled “Massive Open Online Courses through SWAYAM in Social Sciences: A Detailed Study” during M.Lib.I.Sc.

PROFESSIONAL CONTRIBUTIONS

- Conference Coordinator – International Conference on Transforming Libraries through AI for a Smarter Knowledge Future (ICTL-2026), jointly organised by Kalinga University and IIIT Naya Raipur (June 2026).
- Organising Committee Member – One-Day Workshop on “Harnessing Scopus and Publishing Insights for Research Impact”, jointly organised by Kalinga University and Elsevier (November 2025).

LANGUAGES

Bengali – Fully Proficient
English – Moderately Proficient
Hindi – Moderately Proficient

ACTIVITIES & INTERESTS

Listening to Music • Drawing • Hiking • Traveling

- Organising Committee Member – One-Week Faculty Development Programme on Digital Library and Repository Management, jointly organised by Kalinga University and IIIT Naya Raipur (January–February 2025).

PROFESSIONAL DEVELOPMENT

- National Workshop on Institutional Digital Repository, NDLI, IIT Kharagpur & IIT (BHU) Varanasi (April 2025).
- DELNET Regional Workshop on Transforming and Empowering Libraries (August 2025).
- Faculty Development Programme on Digital Library and Repository Management (Participant), Kalinga University & IIIT Naya Raipur (2025).
- Librarian's Day Seminar – Redesigning Library Spaces & Services, ADINET & CEPT University (2022).
- Diploma in Computer Application Plus (2021–22).

TECHNICAL SKILLS

- Library Automation: Koha, DSpace
- Library Operations: Cataloguing (AACR-2, RDA), Classification (DDC, UDC, CC), MARC21, OPAC
- Research Databases: Scopus, ScienceDirect, IOP Science, APS Journals, Shodhganga, NDLI
- Software: MS Office, EZ Generator

SOFT SKILLS

- Communication and interpersonal skills
- Team collaboration
- Organisational and time management
- Problem-solving and analytical thinking
- Attention to detail

REFERENCES

Mr. Saroj Das
Librarian, Institute for Plasma Research, Ahmedabad, Gujarat – 382428
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Dr. Nivedita Bhattacharyya Sahu
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