Curriculum Vitae

Personal Data

Surname, First Name: Giri, Tapas
Address: Vill-Jagannathpur, Ward no-11
P.o-Egra, P.s-Egra, District-
East Midnapore, Pin-721429
Date of Birth: 27.03.1997
Marital Status: Single
Blood Group: B+
Mobile: +91 8670246050
Email ID: tapasgiri1997@gmail.com



Professional Experience

1 May 2024 – Current	**Library Associate** Indian Institute of Management (IIM) Raipur, Chhattisgarh, India.
13 Feb 2023 – 30 April 2024	**Library Professional Trainee** Central Library, National Institute of Science Education and Research (NISER) Bhubaneswar, Khurda, Odisha.
11 April 2022 – 31 Aug 2022	**Library Apprentice** Defence Science Library (DSL), Defence Scientific Information & Documentation Centre (DESIDOC), DRDO, New Delhi.

Professional Qualification

- Qualified for UGC-National Eligibility Test December 2024 in Library & Information Science (Eligibility for Assistant Professor) E-Certificate No.: 24D/04/002284.
- Qualified for UGC-National Eligibility Test June 2024 in Library & Information Science (Eligibility for Assistant Professor) E-Certificate No.: 24j/04/009972.
- Qualified for WB-SET 2023-WBCSC conducted UGC accredited state eligibility Test (SET) Examination in Library Science, Certificate No.: WBCSC252795.

Academic Qualification

2020 - 2021	**Master of Library and Information Science** Vidyasagar University, West Bengal. With 1st Division (85.40%) marks.
2019 - 2020	**Bachelor of Library and Information Science** Vidyasagar University, West Bengal. With 1st Division (84.88%) marks.
2017 - 2019	**Master of Arts in Geography** Vidyasagar University, West Bengal. With 1st Division (75.58%) marks.
2014 - 2017	**Bachelor of Arts in Geography (Hon)** Egra S.S.B College (A Constituent Unit of affiliated to Vidyasagar University, WB). With 1st Division (60.88%) marks.
2012 - 2014	**12th in Arts** Egra J.L High School, Egra (West Bengal Council of Higher Secondary Education) West Bengal with 1st Division (58%) marks.

2011 - 2012	**10th** Egra J.L High School, Egra (West Bengal Board of Secondary Education) West Bengal with 1st Division (60%) marks.

Additional Qualification

2021 - 2022	**Diploma in Computer Application Plus (DCA+)** Rajeev Gandhi Youth Computer Literacy Mission With 1st Division (78.50%) marks.
2013 - 2014	**Diploma in Information Technology Application (DITA)** Youth Computer Training Centre with Grade A+

Research Article/ Book Chapter

- Giri, T., & Jana, B. (2025). Odisha's scholarly contributions through electronic theses and dissertations in the Shodhganga repository: A study. International Journal of Applied Research, 11(7), 291–300. https://doi.org/10.22271/allresearch.2025.v11.i7d.12754.
- Jana, Basudeb & Giri, Tapas & Hg, Srikanth. (2025). Examining the Influence of ICT on Teaching and Learning Practices in Indian Higher Education: Navigating Challenges and Opportunities. 16. 91603-91613. (Research Article)
- Giri, Tapas. (2025). Reimagining Digital Collections: The Future of E-books, Audiobooks, and Multimedia Resources. (Book Chapter)

National Conferences/Seminars/Workshops

- Five-Day National Workshop on Data Carpentry and AI/ML Tools for Libraries. Organized by: Indian Institute of Management Calcutta Dates: May 19–23, 2025.
- Participated in a seven-day International Certificate Course on Information Literacy: Methods, Models, and Practices, organized by Central Library, Yogoda Satsang Palpara Mahavidyalaya, in Collaboration with IQAC from 15th June to 23rd June 2023.
- 10-day online training Workshop of KOHA organized by Library Professional Foundation on 15th -24th August 2023.

Membership in Professional Bodies

- Life Member, Indian Library Association (ILA) New Delhi, INDIA, MID-CL-17217

Computer Literacy

- Operating System: Windows, Debian 11.
- Software: MS Office, Canva, And no. of software.
- Library Software: Working experience with **KOHA, e-Granthalaya 4.0** Operations, etc.
- Digital Repository Software: Working experience with **D-Space.**
- Reference Management Software **Zotero, Mendeley.**
- Working experience with **iThenticate**: Similarity Check Software.

Expertise Areas

- **Acquisition Section** (Procurement of books**,** Duplicate checking, Accessioning, Replacement of lost or Damaged books, Generating a report in Koha as per the requirement)**.**
- **Technical Section** (Classification, Cataloguing, Data entry in Koha, Physical Processing of Books, New Arrival Report, Email alerts, Processing of Gifted Books).
- **Circulation Section** (Registration of new Members, Issue/Return/Renewal/Reservation of Books, Plagiarism Check, No Dues Check and Clearance, Overdue Reminder of Books, Fine Collection, User queries, Contingency Books Processed, Physical Processing of Newspaper and display Etc.)
- **Periodical Section** (Duplicate Checking, Manual entry in a register, DDS (Document Delivery Service), Usage report of e-resources, Journal (Bound volume entry in Koha and physical Processing of bound Volume), Create a user guide for e-resources).
- **Digital Section** (Uploading Thesis and Dissertation in IDR(D-Space), Newscast Design and Management, Profile management of faculty on IRINS, Design Templet, Website Related work, and other digital section-related work.)
- Shelf Rectification
- Brief knowledge about Classification (DDC, UDC & Colon Classification)
- Cataloging (AACR-II and MARC21)
- Assisted in organizing and maintaining library materials, including books, magazines, and other documents
- Answered patron inquiries, provided reference assistance, and helped search for books using OPAC.

Reference

Dr. C.K Swain
Librarian
Indian Institute of Management Raipur (IIM-Raipur), Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh.
Phone: +91 771 2474639
Email ID: librarian@iimraipur.ac.in

Prof. Durga Sankar Rath
Professor
Department of Library and Information Science, Vidyasagar University, Midnapur 721102.
Mobile No-9432064926
Email ID: dsrath@mail.vidyasagar.ac.in

Declaration: I now declare that the above-mentioned information is correct to the best of my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Raipur
Date:02-08-2026

Signature

