

N. MOHAN

Library Information Assitant

nmohantvg@gmail.com | 9894805713

1/10, Ambethkar Nagar North Main Road, Chidambaram – 608001

Career Objective

To contribute my expertise in Library and Information Science, Library Automation, Digital Resource Management, Accreditation Documentation, Administration and Student Services towards the growth and excellence of a reputed educational institution.

Professional Experience

SRM University Delhi-NCR, Sonepat, Haryana
Library Staff – Central Library & Law Library
08 August 2014 –15th May 2026

Key Responsibilities

• Circulation Counter Operations (Issue & Return of Books)

• Library Automation Systems Management

• Cataloguing and Classification of Books and Journals

• Maintenance of OPAC, ERP and Libsys Library Systems

• Management of Books, Journals and Newspaper Subscriptions

• Digital Library and E-Resources Management

• Library Documentation and Record Maintenance

• RFID Implementation and Tagging of approximately 23,000 books

Accreditation / Inspection Support

Prepared and presented library resources, reports and supporting documents for UGC (2014, 2022), BCI (2014, 2019), NCHMCT (2019, 2020, 2022), NAAC (2023), UGC 12B, IQAC Data (2024–2025) and QCI Visit (2026).

NCC Activities

Handled University and 12 HR BN NCC activities, student enrollment process, CATC Camps, B & C Certificate activities and national event coordination.

Educational Qualification

Qualification	Year	Grade	Institution
SSLC	2005	43.8%	RCTHSS, Chidambaram
HSC	2007	68.5%	RCTHSS, Chidambaram
B.A Tamil	2010	A+	Dharmapuram Adhinam Arts College
M.A Tamil	2012	A+	Dharmapuram Adhinam Arts College
M.Phil Tamil	2013	A+	Dharmapuram Adhinam Arts College
B.L.I.S	2019	A+	Dharmapuram Adhinam Arts College
M.L.I.S	2020	A+	Dharmapuram Adhinam Arts College

Technical Skills

Koha, DSpace, OPAC, Library Automation, Digital Library Management, Classification & Cataloguing, E-Resources Management, MS Office, ERP Systems, Libsys.

Personal Details

Date of Birth: 01.06.1990

Email: nmohantvg@gmail.com

Signature

Mobile: 9894805713