

## **Sr. ROSY LEEMA P.W**

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### **Objective**

To provide access to information resources, regardless of location To educate and assist college, students and faculty in the identification and effective use of information resources.

### **CURRENT STATUS**

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**From September 1997 Working as the College Librarian at Mount Carmel College of Teacher Education for Women -Kottayam**

(<http://www.mountcarmelcollege.com> )

### **Responsibilities**

- To help the academics and students to find their information
- Digital library management and updates
- Library management through 'RFID Library Management System
- Acquisition of documents and journals to the library.
- User orientation programmes for academics and students
- DELNET Administrator
- N-List Administrator
- Conducting open course in Information Literacy
- Classification, cataloguing and shelving of documents.
- Issue- returns through library software and enter data of new documents such as the users can search documents in computer.
- Develop and organize digital collection with the help of Internet.
- Reading Club Activities

## **PREVIOUS EMPLOYEMENT/EXPERIENCE**

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Mount Carmel college of Teacher Education for Women –Kottayam  
(June.1996- Sep.1997)

### ***Responsibilities***

- Classification and cataloguing of documents.
- Acquisition of journals.
- Issue-returns using Register.
- Retrieve information from deferent documents on request of users.
- Online registration and retrieval of journals.

## **KEY SKILLS**

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- Familiarity with online databases such as Green Stone, ERIC, N-List, DELNET and E-shelf etc.
- Experience in Internet searching, Blogging and Website creation using word press.
- Automation of Libraries. Well acquainted with library software like SOUL,SOUL 2.0, RFID etc
- Well acquainted with the acquisition and processing of Books and Periodicals
- Good Knowledge in Classification schemes like DDC, CC etc. and Cataloguing rules like AACR2, CCC etc.

## **TECHNICAL SUMMARY**

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- Application Package: MS-Office, Google-docs, forms etc.
- Well trained in IT skills
- Well trained in Information Literacy Skill
- Other tools: Adobe Photoshop.

## **ACADEMIC POSITIONS, ACTIVITIES & MEMBERSHIP IN PROFESSIONAL ORGANISATIONS**

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1. Associate Editor of the Journal 'Carmel Graphics' published by Mount Carmel College of Teacher Education for Women, Kottayam (ISSN 2320-7299)
2. Co-Ordinator, State Level Seminar on Digital content Authoring at Mount Carmel College of Teacher Education for Women. Kottayam
3. Associate Editor, Proceedings of the UGC Sponsored State level Seminar of "Digital content authoring" August 2015 ISBN 978-81-929468-2-5
4. Associate Editor, Proceedings of the UGC Sponsored Inter-National Seminar of 'Learning Disabilities and Inclusion 'February 2014 ISBN 978-81-92946801
5. Co-Ordinator, UGC Sponsored National Seminar of 'Revamping Teacher Education for the Digital age Learners=Challenges and Prospects' September 2015
6. Co-Ordinator, The Kerala State Women's Development Co-Operation, Dept.of Social Justice , Govt.of Kearala, Women Cell in Mount Carmel College of Teacher Education for Women,Kottayam.
7. Member of the Editorial Board of the Proceedings : Education and Social Sensitivity- UGC Sponsored National Seminar
8. Editor of College magazine
9. Member of the Editorial Board of the Proceedings UGC Sponsored National Seminar of 'Revamping Teacher Education for the Digital age Learners=Challenges and Prospects' September 2015.
10. Academic Editor – Published the proceedings of the UGC sponsored national seminar on 'Education and Social Sensitivity' organized by Mount Carmel College of Teacher Education for Women,Kottayam
11. Convener, Library Advisory Committee, Mount Carmel College of Teacher Education for Women,Kottayam
12. Life Member Kerala College Librarians Association (KCLA)
13. Life Member of Association of MALA
14. Member of Indian Librarian Online Circle

## PERSONAL SKILLS

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- Strong Interpersonal and Communication skills
- Flexible and adapting successfully to changing situations and environments
- Teamwork- working confidently within a group
- Leadership skills – ability to motivate and direct others
- Ability to plan activities and carry them through effectively
- Willingness to work hard and fulfill organizational needs
- Strong in written and verbal communication
- Innovative and positive thinking to solve problems
- Guidance and Counseling skill
- Confident, Cooperative, Courteous and Creative:

## EDUCATIONAL QUALIFICATIONS

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Course	Year	University
B.A (English)	1999	MahatmaGandhiUniversity, Kottayam
B.L.I.Sc	2002	University of Madras, Chennai
M.Sc Information Science	2007	University of Madras, Chennai
CLIS	1997	University of Madras, Chennai
M.A (English)	2013	Madurai Kamaraj University, Madurai
B.Ed	2011	M.G.University Kottayam
M.Ed	<b>2017</b>	M.G.University Kottayam
N.E.T-UGC in Library and Information Science	December 2006 --U G C, New Delhi.	
NET –UGC in Education	December 2018 –UGC ,New Delhi	
P G Diploma in Counseling	2020	Annamalai University Tamilnadu

## ORIENTATION PROGRAMMES/ REFRESHER COURSES

### ATTENDED

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- Attended the Refresher course at Academic Staff College, University of Kerala, Thiruvananthapuram, from 19/02/2013 to 11/03/2013

- Attended the Refresher course at Academic Staff College, University of Kerala, Thiruvananthapuram, from 17/04/2002 to 08/05/2002.
- Attended the Refresher course (Special Winter Programme) conducted by the UGC-Human Resource Development Centre, University of Kerala, Thiruvananthapuram, from 30/11/2017 to 20/12/2017.
- Attended the Refresher course in Library and Information Science conducted by the UGC-Human Resource Development Centre, University of Calicut, from 23/11/2018 to 13/12/2018.

## **PARTICIPATION AND PRESENTATION IN SEMINARS/WORKSHOPS/ CONFERENCES**

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<b>International</b>	<b>: 3</b>
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1. Participated and presented a paper on Reference and it's Styles : Articles in Journals'in the International Seminar on 'ACADEMIC PUBLISHING'organized by St.Peter's College Library, Kottayam on 18<sup>th</sup>& 19<sup>th</sup> December, 2019.
2. Participated in the International Training programme on "Library and Information Management and Documentation organized by Centre for Science and Environment ,New Delhi on 22<sup>nd</sup> to 26<sup>th</sup> November 2004.
3. Participated and presented a paper on 'Symtoms and signs of ADHD in students' in the International Seminar on 'Learning Disabilities and Inclusion' organized by Mount Carmel College of Teacher Education fo women, Kottayam on 14<sup>th</sup>& 15<sup>th</sup> February, 2014.

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<b>National</b>	<b>: 22</b>
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1. Participated in the One Day National Level Workshop on 'NIRF Ranking 2020' organized by IQAC, Marian College Kuttikkanam on 21<sup>st</sup> November 2019.
2. Participated in the Two Day National Workshop on Koha –an open source library software organized by Kerala University of Fisheries and Ocean Studies, Kochi&KLA, Eranakulam during 4<sup>th</sup> and 5<sup>th</sup> September 2019.

3. Participated and presented a paper entitled RFID Technology application in Library ‘in the National Conference organized by KCLA and MarianCollege Kuttikkanam on 18<sup>th</sup>-20<sup>th</sup> February 2016
4. Participated and presented paper entitled” Implementing RFID in a College Library: Methodologies, Advantages and disadvantages” at the 21<sup>st</sup> National Convention on Knowledge, NAACLIN2018 organised by DELNET, New Delhi on 4-6 October 2018.
5. Participated and presented in the National Conference on ‘Best Practices and Innovations in Library and Information Centres’ organized by Kerala College Librarians Association with Marian College Kuttikkanam and Kerala State Higher Education Council on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> February 2016
6. Participated and presented the paper ‘Life style and Physical activity for Wellbing’ in the UGC sponsored national seminar on “”, organized by Mount Carmel College of Teacher Education for Women, Kottayam on 10<sup>th</sup> & 11 March 2016. and published in the Seminar proceedings.
7. Participated in the UGC Sponsored National Seminar on ‘Word Press’ on 20<sup>th</sup> and 21<sup>st</sup> February 2014 organized by Mahatma Gandhi University Library & KCLA, Kottayam
8. Participated and presented a paper in the UGC Sponsored National Seminar on ‘Revamping Teacher Education for the Digital age Learners-challenges and Prospects on 17<sup>th</sup> and 18<sup>th</sup> September 2015 organized by Mount Carmel College of Teacher Education for Women, Kottayam.
9. Participated in the UGC Sponsored National Seminar on Design and Development of Digital Libraries using DSpace on 9<sup>th</sup> and 10<sup>th</sup> January 2014 organized by Marian College, Kuttikkanam.
10. Participated in the UGC Sponsored National Seminar on ‘Prioritizing Gender Equality to ensure quality enhancement and sustenance in higher education’ held on 16<sup>th</sup> and 17<sup>th</sup> December 2014 organized by Mount Carmel College of Teacher Education for Women, Kottayam.
11. Participated in the training programme on ‘Value and Character formation for Children in Kottayam District’ organized by World Vision India during the year 2014.

12. Participated in the UGC Sponsored National Seminar on 'Quality assurance in teacher Education in the Digital Age' on 12th and 13th June 2012 organized by IOAC of Mount Carmel College of Teacher Education for Women, Kottayam.
13. Participated in the CTE Sponsored National Seminar on 'Orientation in life Skills' on 1st and 2nd December 2011 organized at of Mount Carmel College of Teacher Education for Women, Kottayam
14. Participated in the NCE Sponsored National Seminar on 'Right of Children to Free and Compulsory Education Act 2009' on 24th of November 2011 organized by Mount Carmel College of Teacher Education for Women, Kottayam.
15. Participated in the AIACHE Sponsored National Seminar on 'Gender Sensitization' on 28th of January 2010 organized by Mount Carmel College of Teacher Education for Women, Kottayam.
16. Participated in the National workshop on 'Counselling' on 29th of December to 2nd of January 2010 organized by ISI, Bangalore.
17. Participated in the UGC Sponsored National Seminar on 'Role of Open Source Software' on 22nd to 25th of November 2009 organized by University library, KUSAT, Kochi.
18. Participated in the National seminar on 'Information Literacy and Higher Education' on 29th and 30th of January 2007 organized by University of Madras, Chennai.
19. Participated in the training programme on 'Library Administration and Automation' at Madras Veterinary College Library from 2nd to 16th of 2006.
20. Participated in the NAAC Sponsored National Seminar on 'Excellence in Teacher Education' on 11th and 12th of August 2003 organized by Mount Carmel College of Teacher Education for Women, Kottayam
21. Participated in the training programme on Digital Content Authoring and open educational Resources' from 10th to 13th June 2010 at IGNOU, Regional centre, Kochi
22. Participated National Workshop on "Library Automation" organized jointly by INFLIBNET Centre, Ahmedabad and M.G. University Library Kottayam from 28th October to 2nd of November 2002.

## **State and Regional : 5**

1. Participated in the Community sensitization Programme on Sustainability science conducted on National science Day 2019 at Mount Carmel College of Teacher Education for Women on 26<sup>th</sup> and 27<sup>th</sup> February,2019.
2. Participated in the UGC sponsored State Level Workshop on Digital Content Authoring Technology and Open Sourset Software on 16<sup>th</sup> to 18<sup>th</sup> of November 2011 organized by Mount Carmel College of Teacher Education for Women, Kottayam
3. Participated in the workshop on Developing Leadership Qualities among Women on the 26<sup>th</sup> and 27<sup>th</sup> of March 2009.
4. Participated in the seminar on ‘Electronic Publishing and future of Books on the 20<sup>th</sup> of April 2002 organised by KLA and NBTI.Thiruvananthapuram.
5. Participated in the workshop on KOHA and LINUX on 20<sup>th</sup> and 21<sup>st</sup> of March 2010 organised by TECLIB Forum and St.Joseph College of Teacher Education for women,Eranakulam.

### **SOCIAL/COMMUNITY PROGRAMMES ORGANISED & PARTICIPATED**

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1. Co-Ordinator of SUPW activities and exhibition cum sale organized by mount Carmel College of teacher Education, Kottayam.
2. Co-ordinator of Carmel Fest conducted in Mount Carmel College of Teacher Education for Women, Kottayam.
3. Co-ordinator of Medical camp for the people in the villiage in Munnar Organised by VSSS and Mount Carmel College of Teacher Education for Women ,Kottayam.
4. Organised and conducted awareness programme for the tribal women in Nadukani and children on AIDs and other contagious diseases
5. Organised awareness programme for the trbal students in Vandiperiyar tribal School
6. Visited and organised practical classes on personnel cleanliness and distributed food and clothing for the tribal people at ‘Satram’
7. Co-ordinator of Information literacy and Computer literacy classes for the women in the Locality.
8. Organised and maintained Public Library for the women in the locality.
9. Co-ordinated Tourism club activities.
10. Orginised flood relief Camp,special given to disabled children and pregnant women



11. Organised awareness programme on COVID19

12. Distributed Mask and sanitizer for the loading and unloading labours at Kottayam railway

**Articles published in the Books and Journals : 5**

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1. Published paper titled “Marketing of Information” in Carmel Graphics V.2 No.1 February 2014, pp. 120-128. ISSN 2320-7299

2. Published paper titled “Informationl Literacy and Higher Education” in Carmel Graphics V.1 No.1 February 2013, pp. 89-100. ISSN 2320-7299.

3. Published paper titled “Innovative Librarianship:Adapting to Digital realities” in Carmel Graphics V.3 No.1 January 2015, pp. 71-77. ISSN 2320-7299.

4. Published paper titled ‘Intellectual Property Rights in Information society’ in Carmel Graphics V.7 No.1 April 2019, pp. 50-55. ISSN 2320-7299.

5. Published paper titled ‘Models and Theories of Information needs and Information seeking Behaviour’ in Carmel Graphics V.8 No.1 April 2020, pp. 98-104. ISSN 2320-7299.

**Articles published in the Seminar Proceedings : 3**

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1. Published paper titled “Digital Age teaching Skills” in Proceedings of the UGC sponsored National Seminar on “Revamping Teacher Education for the Digital age learners –challenges and prospects’ conducted on 17<sup>th</sup> and 18<sup>th</sup> of September 2015, pp. 115-117. ISBN 978-81-929468-2-5

2. Published paper titled “Causes and Symtoms of ADHD” in Proceedings of the UGC sponsored Inter National Seminar on “Learning Disabilities and Inclusion’ conducted on 14<sup>th</sup> and 15<sup>th</sup> of February 2015, pp. 198-201. ISBN 978-81-929468-0-1

3. Published paper titled” Life Style and Physical Activity for Well Being” in Proceedings of the UGC sponsored National Seminar on “Promoting Wellness and Fitness Among Educators” conducted on 10<sup>th</sup> and 11<sup>th</sup> of March 2016,pp86-89.ISBN:978-81-929468-3-2

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