LIBRARY	
Designation:	Library
	Central Library **GNDEC, Punjab** **library.gndec.ac.in**
Job:	In charge Reference Section, Accession Reg., Library Classification, Library Catalogue, E-Resource, Theses, IT Interest, Library website (Three), Software, Library Automation (e-Granthalaya), Dspace, Greenstone etc.
E.Gmail	lib.msc@gmail.com
Ph.:	0161-……..98

About	Experience
Manpreet Singh in the Amritsar serves as the Library Asstt. of the leading Engineering College (GNEDC) Ldh. in North .India. I have over 21 yrs. experience as Library w o r k i n g for the Engineering College (GNDEC) Ldh.. As a tech savvy Library Assistant I have undergone through intensive trainings and experiences which has enabled me to work independently on open source software like E-Granthalaya, Dspace (Institutional Repository), Greenstone, Library webpage (web Three), etc always help me to Perform better with Technology. I am Asstt. Librarian (Doaba College) Jalandhar. Over charge Librarian (OPM) of Library Accession, Circulation, Technical Processing, & Library Circulation, Journal & Magazine etc.. Overall charge Library Accession, Technical Processing Circulation, Journal & Magazine, Library etc. Overall charge Asstt. Librarian (LIP) of Library of Circulation- Issue / Return, Technical Processing, Journal & Magazine etc.	**Libray & Inf. Asstt.** **GNDEC/ Aug. 2006 to July 2012 & July 2013 to Present / Gill Road, Lhd.** In charge Reference Section, IT Internet, Theses, E-Journals, Digital library, Library Accession Reg., Circulation, Library Classification, Library Catalogue, Bound Accession, E-Granthalaya, Library Website (Three), Greenstone, Library on Dspace etc.

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Asstt. Librarian
Doaba College/July 28, 2012 to June 25, 2013/ Jalandhar
In charge Library Accession Reg., Circulation- Issue / Return, Acquisition & Technical Processing.

Librarian
OPM Institutes Education/ June 2005 to August 2006 / Dyalpur
Overall responsibility for the Library Head, Accession, Circulation, Acquisition & Technical Processing, Serial Management & Allocating duties, etc.

Asstt. Librarian
LPU /Aug. 2004 to June 2005 / Phagwara
Overall In-charge of Library Accession, Circulation- Issue / Return , Acquisition, Membership Managt., Technical Processing & Journal, Newspaper etc.

Lecturer
LPU / August 2004 to 2005 / Phagwara
Teaching: Reference Section, Management & Cataloguing.

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Web OPAC

OPAC (Online Library)

ICT Software

ICT libraries, Digital Library, Institution E-Granthalaya, Web Resources, Installation Dspace, Greenstone.

International, National Journal & National Conference	
International	06
National Journal	03
National Conference	03

Book Chapter	
Book Chapter	01

Key Skills

Library Automation, Library Administration, E-Granthalya, Greenstone, Digital Library, (with Dspace Software), HTML web Pages, Drupal, Library Management, Dell & e-Scan. etc.

Skilled

In charge Reference   Section including Journals and Interest & Theses.
Experience with Digital Information Storage and Retrieval.
Skilled at e-Resource acquisitions and Management.

Team Management Skills

Team work Capability.
Good Interpersonal Skills.
Leadership Qualities.
Library Management.

Scholar Google

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Qualifications

M.Phil.(LIS)-2005
MLISc-2003
M.A. (Hist)-1999
DCA-1996
ITCL-2018

National Conference

National Conference	09

Library Workshop

Library Workshop	13

National Seminars / FDP

National Seminars / FDP	89

M.Tech Theses

Reference section Civil Engineering, CS Engineering, IT Engineering, El. Engineering, EC Engineering, M. Engineering, P. Engineering, Industries Engineering for 2007 & 202….

Leadership Service

1. In charge Reference section of Central Library.
2. Developed Electronics Thesis for Central Library on Dspace.
3. Library Automation & Networking.
4. Institution E-Granthalaya, Greenstone.
5. Help to students to access on line e- Journals / e-Books.
6. Able to handle all IT background case related to my Profession.

ICT Based Experience

1. Library & Information Science.
2. Library Administration.
3. Library Automation.
4. Acquisition, Catalogue, Classification, Circulation.
5. Reference Service: All type of Reference.
6. Able to handle all IT background case related to my profession.
7. Installation of E-Granthalya.
9. Installation Dspace for Development Digital Library (IR).
10. Installation of Greenstone.
11. Web Designing.
12. Library Management.
13. Library Journal.
14. Bound Accession & Bounding.
15. To create HTML Word press & Drin HTML Word press & Drupal.
16. Leadership Qualities & Good Interpersonal skills.
17. Teamwork Capability.
18. Skills in the intricacies of IT Applications to Library & Information.