


## Administrative Staff

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|----------------------|---------------------------------|---|
| <b>Employee Name</b> | Ms. Urmila S. Patel             |  |
| <b>Designation</b>   | Library Assistant               |   |
| <b>Email</b>         | osd_librarian@gtu.edu.in        |   |
| <b>Qualification</b> | M. Lib.                         |   |
| <b>Joining Date</b>  | 06 <sup>th</sup> January, 2020. |   |

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| <b>Job Description</b> | <p>As a Library Assistant in the School of Pharmacy at GTU, I am responsible for managing and maintaining library resources and services. My duties include cataloguing and organizing books, journals, and digital resources, assisting students and faculty in locating materials, and ensuring the smooth functioning of daily library operations. I also manage the circulation desk, issue and return books, and assist in organizing library. "I also organize events for students and staff through the NDLI (National Digital Library of India) Club.". I maintain library records, update databases, and support in maintaining a conducive learning environment for students.</p> |
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| <b>Training / Workshop / Seminar Details</b> | <p>Five days Training Programme on "SOUL 3.0: Installation &amp; Operations" organised by Information and Library Network (INFLIBNET) Gandhinagar from 9<sup>th</sup>-13<sup>th</sup> October, 2023.</p> |
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**GUJARAT TECHNOLOGICAL UNIVERSITY**

**SCHOOL OF PHARMACY**

## **Instructions:**

- Do not change the format in any case.
- In qualification, mention your highest degree.
- In job description, mention your major duties in short.
- In Training / Workshop / Seminar area, keep it blank if there is not data/details to fill.

**Note:** It is requested to fill the details and send back the form on or before 31<sup>st</sup> August, 2024.