

**Name:** Mrs. Sheetal Govind Sawant

**Designation:** Librarian

**Qualification:** Bsc (Botany), BLisc, MLisc, NET

**Years of Experience:** 5 years

**Email ID:** salve.sheetal63@gmail.com



**Computer Skill**

- Library management Software's: Libex.net, WINISIS (Basic)
- Open source software: Green stone Digital Library Software
- Operating system: Microsoft windows (Ms World, Excel and power point)

**Job handled:**

- Library Automation
- Handling Library Budget
- Acquisition and classification of library Resource
- Subscription of periodicals and N list database
- Library orientation to students
- Inter library loan transaction
- Allocation of work profile to library staff

**Publication:**

**Papers Presented at International / National Conference**

Best Practices in Maniben Nanavati women's college at national seminar on 'Evolving library as learning resource centre: Challenges & new horizon organized by central library change kana thakur arts, commerce & Science college on 14<sup>th</sup> & 15<sup>th</sup> November 2014 (ISSN 978-93-833342-04-4)

Survival of traditional library in 21<sup>st</sup> century at international conference on 'Emerging trends in education Theme: Changing stimulating education: Empowerment in globalized Era' organized by St. Teresa institute of education santacruz Mumbai & International Association of Academicians & researchers (INAAR) on 22<sup>nd</sup> & 23<sup>rd</sup> August 2015 (ISSN 2277-9302)

**Training programme Attended:**

'Integrating ICT in Higher Education' organized by SNTD Women's University collaboration with common wealth of Learning Canada on April 2013

**Orientation Course completed**

Completed orientation course from UGC academic staff college, University of Mumbai (February 2014)

**BEQUET Competition**

Enrichment of Book Bank facility project prepared by library and presented at BEQUET Competition on 31<sup>st</sup> January 2015