Curriculum Vitae

TANMAY SAHA

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With over 8 years of experience in academic libraries, I am currently managing collections, conducting user education, and providing reference support at Asansol Girls' College. My previous role as a Library Assistant-A at BITM, under the National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India the first science museum in the country, allowed me to develop expertise in cataloging, interlibrary loan, and reference services. I am passionate about promoting literacy, expanding information access, and delivering exceptional user service. Creating a welcoming and inclusive environment is at the core of my dedication. Additionally, I had the privilege of serving as a Library trainee at the prestigious IIT Kharagpur Central Library, an ISO 9001:2015 certified Library.

WORK EXPERIENCE

Librarian	January 2017- Present

Librarian, Assistant Professor (Grade I), at Asansol Girls' College (NAAC accredited 'A' grade college.) affiliated with Kazi Nazrul University, Asansol, West Bengal.

Date of Joining: 24-01-2017

Job Duties and Tasks

As a college librarian, my job duties include selecting, cataloging, and managing diverse library resources, and utilizing specialist computer applications. I support independent research, assist users with computer equipment and literature searches, and promote the library's resources to engage the college community.

Library Assistant-A	April 2016 – January 2017

Worked as a **Junior Assistant A** at Birla Industrial & Technological Museum (BITM) in Kolkata, the first science museum in the country under the National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India.

Date of Joining: 06-04-2016

Job Duties and Tasks

I actively contributed to managing library collections and maintaining the library catalog. Additionally, I provided support in organizing and conducting library events and workshops. Assisting users in locating and accessing information resources was essential to my role. This experience equipped me with strong organizational and user service skills within the library environment.

Junior Project Officer (JPO)   **July 2015 – April 2016**

Worked As a **Junior Project Officer (JPO)** at the National Digital Library (NDL) of India at IIT Kharagpur.

Date of Join: 01-07-2015

Job Duties and Tasks

I played a crucial role in developing the National Digital Library (NDL) of India, contributing to a significant national asset. Responsibilities included metadata annotation and curation, searching and harvesting metadata from various Institutional Digital Repository resources, document classification based on subject, and uploading diverse e-content into the repository. Through these tasks, I acquired expertise in managing digital resources and enhancing accessibility in the National Digital Library.

Library Professional Trainee   **July 2014 – June 2015**

Worked as a **Library Professional Trainee** at IIT Kharagpur Central Library an ISO 9001:2015 certified library.

Date of Join: 01-07-2014

Job Duties and Tasks

As a Library Trainee, I gained experience in library operations, software (LIBSYS, KOHA, SOUL), digital archiving (DSPACE, GREENSTONE), anti-plagiarism (TURNITIN), bibliometric analysis (HISTCITE), and housekeeping duties. This included managing the institutional digital repository, document classification, and developing public relations skills.

Project Assistant   **February 2014- June 2014**

Worked as a **Project Assistant** at Dakshin Dinajpur District Library on the "Recto Conversion of Bibliography Data" project, performing metadata entry using KOHA software.

Job Duties and Tasks
I was responsible for performing metadata entry using KOHA software, ensuring accurate and efficient conversion of bibliographic information.

ACHIEVEMENT

- Qualified CBSE-UGC National Eligibility Test (NET) examination in December 2014 and June 2015.
- Successfully cleared the UGC Accredited 18th West Bengal State Eligibility Test (SET) examination in December 2014.

TECHNICAL MASTERY

o Proficient in working with various operating systems, including Windows, Linux, and Dos, demonstrating adaptability and familiarity with different computing environments.
o Extensive experience in utilizing Microsoft Word, Excel, Access, and PowerPoint, showcasing proficiency in handling data, creating presentations, and managing documents efficiently.
o Familiarity with the LAMP (Linux, Apache, MySQL, PHP) architecture, demonstrating a working knowledge of this popular web development stack.
o Proficient in utilizing library management software such as LIBSYS, KOHA, and SOUL for efficient management of library resources and services.
o Experienced in managing the Institute Digital Repository using DSPACE and GREENSTONE, ensuring work capability in metadata standards (MARC 21, Dublin Core).
o Skilled in utilizing anti-plagiarism software TURNITIN to address plagiarism concerns and maintain academic integrity.
o Proficient in using Zotero, a powerful reference management software, to organize and manage bibliographic references efficiently.
o Familiar with bibliometric analysis using HISTCITE, allowing for the evaluation of scholarly publication impact and citation patterns.
o Conducted document classification and cataloging tasks, ensuring efficient organization and accessibility of library materials.

SEMINAR / CONFERENCE PAPER PRESENTATION
(NATIONAL / INTERNATIONAL)

o **Saha, Tanmay (2022).** "Revitalizing Indian Languages and Culture: Exploring the Potential of Bharatavani Portal and Online Resources for Education" Presented paper at One Day National Seminar on "Re-Reading Indian Traditional Sanskrit Texts" organized by Department of Sanskrit in Collaboration with IQAC, Asansol Girls' College, Asansol, Held on **November 18th, 2022**.

o **Saha, Tanmay (2022).** "Shodh-Chakra: A New Wing added in INFLIBNET after Covid". Presented paper at One Day International Seminar on "Changing Scenario of Academic Library During Post-Pandemic Times: Challenges and Opportunities", organized by Ramakrishna Mission Residential College (Autonomous) Library, Narendrapur & West Bengal College Library Association. Held on **June 25th, 2022**.

o **Saha, Tanmay (2022).** "Green Library: A Step Towards Sustainability." Presented paper at the Two-Day International Seminar on "Understanding Environment in Context of Contemporary Society, Culture and Education," organized by the Department of Education, University of Gour Banga, in collaboration with the Byanjanbarna Foundation. Held on **June 15-16, 2022.**

o **Saha, Tanmay. (2022).** "Open Access Resources: A Door of Knowledge for Local Community." Presented paper at the Two-Day National Seminar on "ICT-Enabled User Driven Library Services: Issues and Challenges", organized by Gokhale Memorial Girls College and sponsored by Raja Rammohan Roy Library Foundation, Ministry of Culture, Government of India. Held in Kolkata, **May 30-31, 2022.**

PUBLICATION

o **Saha, Tanmay (2022). "**Shodh-Chakra: A New Wing added in INFLIBNET after Covid" in Changing Scenario of Academic Library during Post-Pandemic Times: Challenges and Opportunities. Published by Ramakrishna Mission Residential College (Autonomous), Narendrapur, Kolkata, ISBN- 9788195015634

o **Saha, Tanmay (2022).** Proceedings of Two-Day National Seminar on "ICT - Enabled User Driven Library Services: Issues and Challenges." Published by Gokhale Memorial Girls' College, Kolkata, ISBN- 9789357684385

INVITED LECTURES

o Delivered an invited lecture on the birth anniversary of Dr. S.R. Ranganathan at Matoshri Nanibai Gharphalkar Science College, Badhulgaon, Dist. Yavatmal, Maharashtra, on August 14, 2021.

DISSERTATION / PROJECT

o **Saha, Tanmay (2013).** conducted a study titled "Automation of General Degree College Libraries in Dakshin Dinajpur District: An Evaluative Study" under the guidance of Prof. Tapan Barui. This study was submitted as a dissertation to partially fulfill the requirements for the degree of MLISc. under the Department of Library and Information Science at the University of North Bengal, Darjeeling."

o **Saha, Tanmay (2015)** submitted a project on "Web Scale Discovery Service for Central Library IIT Kharagpur Using PHP, Mysql, HTML, and XML" as partial fulfillment of the requirements for the Library Professional Training Programme under the guidance of Dr. B. Sutradhar and Dr. Samrat Guha Roy at the Central Library, IIT Kharagpur, West Bengal.

PROFESSIONAL DEVELOPMENT TRAINING COURSES

(WORKSHOPS, REFRESHERS COURSES, AND ORIENTATION PROGRAMS)

o Participated in a "one-week workshop on Scientific Writing" conducted by the Department of Computer Science & Engineering & Kalyani University Research Wing, University of Kalyani, from 22nd to 26th April 2019.
o UGC-Sponsored Orientation Course at UGC HRDC, Mizoram University, held from 16th August -05th September 2019.
o UGC- Sponsored Refresher Course (Special Summer School) at UGC HRDC, Mizoram University, held from 20th July – 02nd August 2021.

MEMBERSHIP IN PROFESSIONAL BODIES

o Life Member, West Bengal College Librarians' Association (WBCLA)
o Life Member, Indian Library Association (ILA) (Membership ID: EL-12654)

PERSONAL DETAILS

Name: Tanmay Saha
Father's Name: Late Gopal Chandra Saha
Date of birth: 01-06-1989
Caste: Schedule Caste
Religion: Hinduism
Sex: Male
Nationality: Indian
Languages Known: Bengali, English, and Hindi

Communication Address: Asansol Girls' College, Dr. Anjali Roy Sarani, Near Polo Ground, Asansol, 713304
Permanent Address :   C/O: Late Gopal Chandra Saha, Vill: Kadihat, P.O: Belbari, P.S: Gangarampur, Dist: Dakshin Dinajpur, Pin: 733124

EDUCATIONAL QUALIFICATION

Name of the Exam	Name of the Board / University	Year of passing	Marks
M.P	W.B.B.S.E	2004	62.875 %
H.S	W.B.C.H.S.E	2006	53.04%
B.A	N.B.U	2009	53.875%
B.L.I.S	N.B.U	2011	77.06%
M.L.I.S	N.B.U	2013	65.05%

o **Strength:**

☐ Good communication skills
☐ Hard Working
☐ Flexible and can work any odd hours
☐ Self-motivated
☐ Sincere and dedicated
☐ Honesty
☐ Adaptability

Declaration: I hereby declare that the above-written particulars are true to the best of my knowledge and belief. References will be provided upon request.

Place: Asansol   Signature

Date: 17-06-2023   Tanmay Saha