RESUME

Name: Md. Mukutor Rahman

Father's name: Late Ashad Ali

Mother's name: Ayesha Begum

Date of birth: 30/06/1977

Gender: Male, Material status: Married, Nationality: Indian, Religion: Islam, Caste: General

Email ID: **mukutrahman9@gmail.com**

Phone number: **7002190775**

Educational Qualification:

Examination Passed	Name of the Board/University	Year of Passing	Division/ Class	% of Marks
HSLC	SEBA	1993	2nd	46.77
HS	AHSEC	1995	2nd	50.6
BSc	Gauhati University	1998	2nd	49.44
BLISc	Gauhati University	2000	2nd	59.12
MLISc	IGNOU	2004	1st	64
PhD	University of Science & Technology, Meghalaya	2019	-	-

Other qualification:

Six months certificate course in computer, Prabin in Hindi (Assam Rastrabhasa Prasar Parisad).

Language known: Read, write and speak: Assamese, English, Hindi and Bengali.

Career objective:

To work in a position where I can showcase my skilled knowledge by contributing my best for the growth and development of the organization.

Professional experience:

As an Assistant librarian (Librarian I/C) in Regional Institute of Science & Technology (Affiliated to NEHU, Shillong & approved by AICTE, New Delhi) from 1st of May 2009 to 20th of Aug 2019 (more than 10 years). Initial setup to full-fledged growth of the RIST library was done as a founder librarian. Worked as an Assistant Librarian (Librarian I/C) at University of Science & Technology, Meghalaya from 21st of August 2019 to 07th of September 2023 which

makes more than 14 years of experience, Library automation software using **Koha**. Presently working as an Incharge Librarian at The Assam Royal Global University, Betkuchi, Guwahati-35 from 08th of September 2023 to till the date.

Job responsibility:

1. To supervise and co-ordinate the work of University Library system consisting of four Library personnel: Assistant Librarian, Semi Prof. Assistant, Library Attendant and Multi Task Staff.
2. To provide instructions to new members in the use of the Library.
3. To plan book acquisition programme of the library and select books for order and procurement of library materials having academic and scholarly value.
4. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.
5. To develop programme of library management for improving the efficiency of the library.
6. General correspondence relating to financial matters.
7. To supervise and co-ordinate the work of University Library system.

Modernization of Library and Latest services and facilities which are introduced in the Central Library during my Librarianship are as follows:

1. Working on **Koha** Library Management Software as a System Manager in central library as well as departmental libraries
2. Installation of **RFID**, completed RFID tagging of more than 60,000 books and now working smoothly
3. Using **DSPACE** for Digital Library
4. 24x7 Ask the Librarian Service
5. SMS Service / E-mail Service
6. On the spot Library Membership Service
7. Issue/Return service from 8 AM to 10 PM from the Central Library
8. Alert Service for Issue, Return, Overdue etc
9. 24/7 Web-OPAC
10. Suggest a Book service by Email, WhatsApp and Register
11. Current Content Service
12. Online Document Delivery Services
13. Weekly New Arrivals Service
14. News Alert Services

15. Development and operation of Library Portal

16. Implementation of Feedback and Suggestion system through Email and WhatsApp through Google form.

17. Provision of Wi-Fi facilities in Central library

18. CCTV Surveillance

19. 24x7 Campus and wide access to e-journals and e-books

20. Extended Library Opening Hours

21. Organized Question Bank

22. Periodical Section scientifically re-organized and visualized.

23. Creation and Regular **updation of Online-Theses** Database **in Shodhganga**

24. Creation of Master Dissertation database

25. Orientation Program for each department

26. Information Literacy Program to all the students and Faculty members from time to time.

27. ICT Literacy for using online databases and searching e-journals.

28. Plagiarism Check Services Ouriginal from Urkund, presently using Drillbit from INFLIBNET.

Professional Working Skills:

➢ Knowledge of Integrated Library Management Software/Library Automation and creation of Digital Library and Institutional repository

➢ Excellent and up to date working skills with the modern ICT based Technologies applied in the library and information centre

➢ Extensive knowledge of electronic sources of information and guiding students, researchers and faculty members

➢ Excellent Skills in providing Reference, Orientation and Instructional services

➢ Knowledge and understanding of new and emerging digital library technologies

➢ Understanding of current issues and trends in electronic resource management in academic libraries

➢ *Classification*: Using DDC, UDC. *Cataloguing*: Using AACR2. *Bibliography*: Using Harvard Style and APA

➢ Excellent ideas and skills to conduct Information Literacy Programme for the users of the library to make optimum use of information sources and services provided by the

Institution

➤ Identify, develop and provide reference and information services to faculties, inventors and researchers of the University

➤ Guiding researchers, inventors and faculty members specially on E-resources and patents/ patent applications

➤ Years of expertise services to faculty members, researchers, inventors and students in Online Database Search using EBSCO, I-Scholar, DELNET, J-Gate, Manupatra and other open access databases

Journal Paper Publication:

1. Management of Collection in University Libraries of Assam in ICT Environment: A Study (2019). by Md. Mukutor Rahman, Tahera Akhtar Choudhury and Pronab Kumar Barooah (in *Library Philosophy and Practice. ISSN 1522-0222*). https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=5871&context=libphilprac

2. Users Satisfaction Among the University Libraries and Special Libraries of Assam: A comparative Study (2019). by Md. Mukutor Rahman, Tahera Akhtar Choudhury and Pronab Kumar Barooah (in *IOSR Journal of Humanities and Social Science. ISSN 2279-0837*). http://www.iosrjournals.org/iosr-jhss/papers/Vol.%2024%20Issue12/Series-3/G2412035569.pdf

3. KNOWLEDGE MANAGEMENT AND DEVELOPMENT OF LIBRARIES (2018). by Tahera Akhtar Choudhury, Md. Mukutor Rahman and Pronab Kumar Barooah (in *International Journal of Library Management and Services. ISSN:2349-6347).*

4. A SCENARIO OF SPECIAL LIBRARIES AND ICT APPLICATION IN THE STATE OF ASSAM: A STUDY (2018). by Tahera Akhtar Choudhury, Md. Mukutor Rahman and Pronab Kumar Barooah (in *Library Philosophy and Practice. ISSN 1522-0222*). http://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=5409&context=libphilprac

5. A Study on Information Communication Technology (ICT) Literacy Skills Among the LIS Professionals of Some Selected Special Libraries of Jorhat, Assam: A Study (2019). by Tahera Akhtar Choudhury, Md. Mukutor Rahman and Pronab Kumar Barooah (in *IOSR Journal of Humanities and Social Science. ISSN 2279-0837*). http://www.iosrjournals.org/iosr-jhss/papers/Vol.%2024%20Issue10/Series-12/B2410121624.pdf

6. STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) IN SOME SELECTED UNIVERSITY LIBRARIES AND SPECIAL LIBRARIES OF ASSAM: A COMPARATIVE STUDY (2020). by Md. Mukutor Rahman, Tahera Akhtar Choudhury and Pronab Kumar Barooah (in *Library Philosophy and Practice. ISSN 1522-0222*).
https://www.researchgate.net/publication/338965625_STATUS_OF_INFORMATION_C OMMUNICATION_TECHNOLOGY_ICT_IN_SOME_SELECTED_UNIVERSITY_LI BRARIES_AND_SPECIAL_LIBRARIES_OF_ASSAM_A_COMPARATIVE_STUDY

7. The status of media library of greater Guwahati, Assam: A survey of its resource management (30th May 2021). by Tahera Akhtar Choudhury, Md. Mukutor Rahman, Pronab Kumar Barooah and Bikramaditya Barman (in KIIT Journal of Library and Information Management (KJLIM) Print ISSN: 2348-0858 Online ISSN Number: 2455-8060)
https://www.indianjournals.com/ijor.aspx?target=ijor:kjlim&volume=8&issue=1&article =004
DOI: http://dx.doi.org/10.5958/2455-8060.2021.00004.5

Book Publication:

Book Title: MANAGEMENT OF COLLECTION IN UNIVERSITY LIBRARIES OF ASSAM

ISBN-13: 978-620-3-04169-9

ISBN-10: 6203041696
EAN: 9786203041699
Book language: English

Book Description: This book is an investigation about the management of collection in university libraries of Assam in the ICT environment covering the main criteria like library organizational structures, collection development policy, library budget and expenditure, document selection, supplier selection, book order, resource collection, technical processing, organization of resources, access to collection, both the manual and online library services, collection maintenance and user strength etc. It elaborates the primary way to learn about the collection management in accordance to user's need of today's information exploitation age. It also studied the resources and services available and purpose of using ICT enabled library services. The intention of it was to assess the extent of user's satisfaction on ICT based resources, services, facilities available in the libraries and problem faced by the users. Findings and suggestions have been given on the basis of the study to make the service more beneficial

in the university libraries of Assam. The book will be valuable for professionals and research scholars in the field of library and information science and library management authorities.

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Author: Md. Mukutor Rahman

Number of pages: 252

Book Dimensions: 5.91 x 0.57 x 8.66 inches Paperback

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Conference/Seminar/ Workshop Participated:

1. National **Seminar** on Convergence of Technology in LIS (NSCTLIS) – 2015 Date 16th and 17th July 2015 Organized by Department of Library and Information Science, University of Science and Technology, Meghalaya.

2. National **Conference** on IPR In Bio Sciences for Scientists from North East Indian States

Date 21^{st,} 22nd and 23rd July 2015 Organized by Amity University and University of Science and Technology, Meghalaya.

3. One day **seminar** on "Jstor India User's Forum 2015" Date 06th October 2015 Organized by Jstor NY in collaboration with INFLIBNET Centre, Gandhinagar and North East Hill University, Shillong, Meghalaya.

4. National **Workshop** on Research Methodology in Social Science Date 11th and 12th January 2016 Organized by Prof. Qoumrul Hoque School of Education, University of Science and Technology, Meghalaya.

5. National **Seminar** on 50 Years of LIS Education in North East India Date 9th February 2019 Organized by Department of Library and Information Science, Gauhati University, Guwahati.

6. North - East Regional **Workshop** on Empowering Visually Impaired Students through Appropriate Education and Technique Date 15th February 2020 Organized by Dr. Surya Kumar Bhuyan Library, Cotton University, Guwahati- 781001.

Permanent address:

Banphool Path (B/L No. 7), Lachit Barphukan Path, Sundarban Nagar, Beltola, Guwahati (Metro). Pin 781028.

Present address:

Banphool Path (B/L No. 7), Lachit Barphukan Path, Sundarban Nagar, Beltola, Guwahati (Metro). Pin 781028.

References:

Dr. Mukesh Saikia   University Librarian, Tezpur University, Tezpur Assam

Dr. N. N. Sarma   Retd. Professor Department of Library and Information Science, Gauhati University, Guwahati.

Dr. S. K. Singh   Professor Department of Library and Information Science, Gauhati University, Guwahati.

Dr. R. K. Barman   Retd. Professor Department of Library and Information Science, Gauhati University, Guwahati.

Declaration

I do hereby declare that all the statements stated above are true and correct to the best of my knowledge and belief.

Place: Guwahati

Date: 08/05/2024   Md. Mukutor Rahman.