

Nadhiya D

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Old No. 9 / New No. 18,
New Street, Sankaran Palayam,
Vellore - 632001



Objective

To work in a challenging environment that offers growth opportunities and promotes learning.



Work Experience

University College of Engineering Panruti

08.12.2025 to till date

Designation: Assistant Librarian

Tata Consultancy Services Ltd.

Information Resource Centre, Chennai

Designation: Senior Executive

27th January, 2011 to 08.12.2025

Indian School of Business (ISB)

Learning Resource Centre (LRC), Hyderabad

Designation: Intern

20th July, 2009 to 20th January, 2011

TVS Motor Company

Knowledge Centre, Hosur

Designation: Trainee

18th June, 2009 – 08th July, 2009

Internship Program

Christian Medical College (CMC),

Dodd Memorial Library, Vellore

02nd June, 2008 – 01st July, 2008.



Education

Masters in Arts (M.A.) - Public Administration

Tamil Nadu Open University (TNOU)

Chennai, Tamil Nadu

Graduated in July 2016 - June 2018 (**Gold Medal**)

Percentage: 73.7%

Masters in Science (M.Sc.) - Information Science

University of Madras

Chepauk, Chennai, Tamil Nadu

Graduated in 2007-2009

Percentage: 70.7%

(Qualified UGC NET – July 2018)

Bachelor in Science (B.Sc.) - Mathematics

Thiruvalluvar University

Muthurangam Government Arts College

Vellore, Tamil Nadu

Graduated in 2004-2007

Percentage: 59%

Higher Secondary Education (+2)

E.V.R.N. Govt. Girls Higher secondary School

Tamil Nadu State Board

Vellore, Tamil Nadu

Graduated in March 2004

Percentage: 60.6%

Secondary School Education (10th)
E.V.R.N. Govt. Girls Higher secondary School
Tamil Nadu State Board
Vellore, Tamil Nadu

Graduated in April 2002
Percentage: 75.8%



Technical Qualifications

- **Post Graduate Diploma in Library Automation and Networking (PGDLAN)**
Annamalai University
Chennai, Tamil Nadu
Graduated in May 2021
Percentage: 74%
- **Post Graduate Diploma in Computer Application (PGDCA)**
IFGACE
October 2007
Percentage: 73%
- **Typewriting:** Higher in English with First class
- **Typewriting:** Lower in Tamil First class with distinction
- **Office Suites:** MS Office (MS Word, MS Excel, MS PowerPoint etc.)



Library Related Software's

- **Library Automation Software's** - Koha, LMS, Libsys, VTLS (Visionary Technology and Library Solution)
- **Digital Library Software's** - DSpace, Greenstone, Tainacan
- **Website Creation Content Management Software's** - WordPress, Blogger



Professional Trainings

- Generative AI Foundation Curriculum on 17-Dec-23
- TCS Elevate Runway Mid-Level Transformation Program on 15-Oct-23
- TCS Elevate Wings2_Domain Consultant Digital Marketing Curriculum on 01-Oct-23
- MLT Runway - Digital Marketing Specialization Certification on 30-Sep-23
- Marketing: Benefits of Research Intermediate on 07-Jun-23
- Certified Business Research Professional (Consultative Sales, G&T of Accounts, Innovation) on 28-May-23
- Design Thinking Program Intermediate Certification on 02-Jun-2022
- Leadership: Embark Certification on 25-May-2022
- LDP Analytical Ability Foundation on 21-Jul-2021
- Growth & Transformation: Awareness E0 Proficiency on 26-Aug-2021
- Language Skills: Phonetics and Accent Curriculum in English (PACE) - Curriculum on 29-Nov-2019
- IRC: Information Centre Management Intermediate on 28-Jan-2019

Resource Person

- Awarded “**Best Young Librarian Award - 2017**” by Madras Library Association (MALA) at IIT-Madras, on 12th August, 2017
- Acted as **Resource Person** for “Koha and Beyond: Empowering Librarians with Artificial Intelligence (AI) Tools for Enhanced Efficiency” held at Bapuji Central Library, Sri Balaji Vidyapeeth, Pondicherry, on 09th August 2023
- Acted as **Resource Person** for Two Days Training Programme on ‘**Digital Library Creation using Open-Source Software’s**’ held at Mother Teresa Women’s University, Kodaikanal in association with MALA on 01st & 2nd July 2022 (Not received letter)
- Acted as **Resource Person** for Two Days National Workshop on ‘**Koha and DSpace OSS: A Comprehensive hands-on learning**’ held at Central Library, Sri Krishna College of Technology, Coimbatore on 07th and 8th September, 2018

Awards / Certificate of Appreciation

- TCS Special Initiative Award Received on 29 May 2023
- 2 Awards - TCS Special Initiative Award Received on 16 May 2023
- TCS Special Initiative Award from TCS Cybersecurity and Privacy Research Group received on 21st September 2022
- TCS Appreciation Certificate for Feedback Enabler received on 06th September 2022
- TCS Special Initiative Award received on 06th April 2022
- TCS On the Spot (Team) Award from EAS - Enterprise Application Advisory and Solutions received on 21st December 2021
- TCS On the Spot Award received on 31st May 2021
- TCS Service & Commitment Award received on 27th January 2021
- TCS Special Initiative Award received on 18th January 2021
- TCS Special Initiative Award received on 23rd June 2020
- Certificate of Appreciation for the significant contribution and dedicated service to the Madras Library Association on 14th April 2019
- Received certificate of appreciation for been an **Organising Committee Member** in the ‘**National Workshop on Institutional Repository through DSpace**’ at B.S. Abdur Rahman Crescent Institute of Science and Technology, Chennai on 12th October 2019
- TCS Star of the Month Award received on 19th December 2016
- TCS Service & Commitment Award received on 27th January 2016
- TCS Service & Commitment Award received on 27th January 2014



- Awarded for standing first in the order of merit in **Masters in Arts (M.A.) - Public Administration**

Seminars / Conference/ Workshop

- **“Building a Chatbot for Library Websites using BotLibre”** publication in Two-day National Conference on **“Next Generation Public Libraries: Exploring Emerging Trends and Technologies”** during 8th & 9th September, 2023 at Alagappa University
- Two-day National Conference on **“Next Generation Public Libraries: Exploring Emerging Trends and Technologies”** during 8th & 9th September, 2023 at Alagappa University
- **“Exploring the Use of WordPress for Website Development: A Comparative Study”** publication in Two-day National Seminar on **“Impact of Industry 4.0 in Sustainable Libraries: [NSISL-2023]”** during **31st March & 1st April, 2023** Organized by the Department of Library and Information Science, Alagappa University.
- Two-day National Seminar on **“Impact of Industry 4.0 in Sustainable Libraries: [NSISL-2023]”** during **31st March & 1st April, 2023** Organized by the Department of Library and Information Science, Alagappa University.
- Participated in International Workshop on **“Developing Dynamic Library Web Portal”** held at Sri Balaji Vidyapeeth, Puducherry on January 21st 2023
- **‘Design and Development of Digital Library Using Tainacan OSS’** publication in the National Conference SALIS 2022 on **“Transformation of Learning Resource Centres in the Digital Era”** from 13 to 15 October 2022 at K. S. Rangasamy College of Technology, Tiruchengode.
- SALIS 2022 National Conference on **‘Transformation of Learning Resource Centres in the Digital Era’** held on 13th to 15th October, 2022 at Department of Library, K.S. Rangasamy College of Technology, Tiruchengode
- RRRLF Sponsored National Conference on **‘Changing Information Landscape and Its Transformation in LIS Education (NCTLISE-2022)’** held on 2nd & 3rd September, 2022 at the Department of Library and Information Science, Alagappa University, Karaikudi
- **“Redefining Customer Service in Corporate Libraries”** published in LIST – 2019 UGC sponsored National Conference on Managerial Competencies for Library Professionals: Trends and Opportunities to be held at Bishop Heber College, Trichy on 02nd March 2019
- One Day Seminar On **‘Integrating Content, Technology and Services to Build Digital Library’** held at Dr. M.G.R. Janaki College of Arts and Science for Women on 28th September, 2018
- State Level Seminar on **“Competencies of LIS Professionals for Managing Smart Libraries”** held on 11th November, 2017 at Anna Centenary Library
- One-day Workshop on **“Future Libraries in 2020: Changes and Challenges”** held on 30th September, 2016 at VIT University, Vellore
- National level Workshop on **‘DSpace: An Open-Source Software for Digital Library Initiatives’** held on 10th January, 2015 at Bharathidasan University Library, Tiruchirappalli.
- IASLIC XXV National Seminar during 10th -13th December, 2012 at Pondicherry University
- **“Digital Resources in Corporate Libraries: An Overview”** published in Two days UGC National Seminar on **“Management of Digital/e-Resources”** on 19th and 20th August 2011. Organized by Sarojini Naidu Vanita Mahavidyalaya, Department of Library & Information Science, Hyderabad.
- Symposium on **“e-Publishing”** University of Madras under UGC-SAP-DRS III Programme on 20th March, 2009

- Workshop on “**Research Methodology in Arts, Humanities and Social Science**” held on 15th & 16th December, 2008 in the University of Madras.
- Symposium on the “**Role of Public Libraries in Social Development**”, DPL & MALA in association with RRRLF held on 18th October, 2008
- Workshop on **UGC-Infonet Digital Library Consortium**, University of Madras during 29th & 30th September, 2008
- Participated in the One-day workshop on ‘Preservation and Conservation of Information Materials’ Jointly organized by the Government Museum Manuscripts Conservation Centre, Chennai with the Department of Information Science, University of Madras on behalf of the National Mission for Manuscripts, New Delhi on Friday, 28th March 2008 at the Seminar Hall of the Department of Information Science.
- National seminar “**Library User’s Expectations in Information and Communication Technology (ICT) Environment**”, Anna University during 07th & 08th September, 2007



Membership

- Madras Library Association (MALA) - Professional Life Member
- Society for the Advancement of Library and Information Science (SALIS) - Professional Life Member



Job Responsibility

◆ **Tata Consultancy Services – 27th January, 2011 to Till Date (8 Years)**

Designation: Senior Executive

Circulation Desk Management & Transactions

- Day to day transactions & handling ILL (Inter-Library Loan) request
- Sending reminders on regularly basis to the user
- Deduction and refund Compilation (Monthly)
- Managing other centres apart from work location in absence of other team members.
- Circulation desk maintenance which includes shelf maintenance, transactions, reference queries on service / Resolving circulation issues
- Responsible for clearance process to complete employees exit process
- Reservation

Acquisition Processing (Books, CD/DVDs, Newspapers, General Magazines, Journals, Reports, Case Studies etc...)

- Budget Management
- Preparing Mailer for Book / Journals recommendation
- Collection Development based on location requirement as well as the suggestion from the associates
- Vendor co-ordination for the procurement of Books, CD/DVDs, Newspapers, General Magazines, Journals, Reports, Case Studies etc...

- Requesting Quotation, Quotation Comparison, Placing Ordering (Billing Instruction, Receiving the books etc...)
- Invoice Processing
- Payment intimation to the vendor
- Copyright Declaration mailer to the vendor for CD/DVDs Procurement.
- Invoice File Maintenance
- Sending reminders to the vendors on the Missing Issues of Journals / Status of Ordered Titles.

Technical Processing

- Assigning Barcode for Books / Journals in the Library Management Software (Koha)
- Classification / Cataloguing of Documents
- Physical Processing
- Preparing Mail for Circulating New Arrivals Mails to users (Monthly)
- Ensuring the utility

Information Services

- Handling the Information Reference Queries requested by users by handling multiple databases
- Preparing Customer and Executive Profiles
- Table of Content (Compilation and circulating the mailers to the users)
- Educating the users in accessing the online resources available
- Compiling News Alerts on the specific requirement on various topics

Events & Other Activities At IRC

- Conducting Books Exhibition / Magazines Subscription Drive at the location
- Arranging for the Book Talks / Author Talks
- Video Screening
- Preparing curtain mailer for the conducting event and circulating the same to the users
- Conducting User Awareness Sessions
- Floor Walks / General meeting with GLs/PLs

◆ **Indian School of Business (ISB-Hyderabad) - 20th July, 2009 to 20th January, 2011**

Designation: Intern

Circulation Counter:

- Managing the circulation counters by doing the Issue, Return and Renewal of the Resources.
- Handled the Queries raised by the user on the circulation related issues.
- Shelved the racks according to allotment
- Stock Verification

Acquisition Processing (Books, CD/DVDs, Newspapers, General Magazines, Journals, Reports, Case Studies etc...)

- Ordering and receiving the Books & Journals through the software.
- Invoice processing, Invoice updating, Payment processing
- Monthly MIS preparation.
- Intimating the vendor about pending order books
- Intimating the vendor once in a month about the pending Journals. (Missing and Overdue Issues that are to be delivered)
- Monthly twice checking accessibility of E-journals.
- Journals Accessioning
- Sending mails to other departments for collecting Magazines and Newspapers.
- Modified the Journal records in System from 2007-2010
- Bound Volumes accessioning and updating in register

Technical Processing:

- Classified the resources using DDC-21st edition.
- Catalogued the resources using AACRII (MARC format).
- Suggesting Book Titles to build collection Development
- Resource Creation for the Selected Titles
- Book Accessioning

Reference Queries

- Providing Reference and Information services to various user communities like Students, Students, Faculty and Alumni with the help of databases subscribed by Learning Resource Centre
- Acquainted with nearly 50 databases concerning Business and Management subjects that provide Business News, Company information, Industry analysis, Management Literatures, Market research, etc.
- Educating the users in accessing the online resources available at LRC.



Languages

Languages	Read	Write	Speak
English	√	√	√
Tamil	√	√	√
Telugu	-	-	√



Personal Details

Father's Name: M Devaraj
Mother's Name: D Jagatheeswari
Husband Nae: T.C. Thirunavukkarasu
Date of Birth: 02-05-1987
Gender: Female
Marital Status: Married
Nationality: Indian
Hobbies: Painting, DIY, listening to the music, Reading Books

References

- 1. Dr. V. Chandrakumar**
Professor and Head
Department of Library & Information Science
University of Madras
Chepauk Campus
Chennai - 600 005. Tamilnadu
Phone: 044 -25399674 / 9444114271
Email ID: chandrakumar@unom.ac.in / vcakilan@gmail.com
- 2. Dr. N. Suresh**
Librarian, Government Law College,
Trichy - 620023.
Phone: 08838278940
Email ID: jamnsuresh@gmail.com

Declaration

I, Nadhiya D, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Place: Chennai

(Nadhiya D)