

CURRICUUM VITAE

Mrs. Shikha Jaiswal

Net, Mphil (LIS), MLIS, M.Sc.
Librarian

Arya Kanya Degree College
University of Allahabad

Contact. No. – 9580132878

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PRESENT STATUS

- Presently working as Librarian at Arya Kanya Degree College, University of Allahabad, Prayagraj since 19 Dec 2017.
- **Library In-Charge** at Centre of Food Technology, Institute of Professional Studies, University of Allahabad since Sep 2003 to 16 Dec 2017).
- Library manager in **FARL** at Centre of Food Technology, University of Allahabad from Jan 2011 to Dec 2017.

PROFESSIONAL EXPERIENCES

- Worked as **Guest Lecturer** at Centre of Food Technology, University of Allahabad from 2003-2008.
- Worked as **Master trainer** in ASHRA project under CARE, Allahabad from 2001 - 2003
- Worked as **Investigator** for the evaluation of Maternal and Child Health Nutrition project, Allahabad, sponsored by UNICEF and U.P. Govt.

PROFESSIONAL QUALIFICATION

- **M.Phil** in Library and Information Sciences with 78% from UPTRU, Allahabad.
- **Master** in Library Science with 64% from UPRTU, Allahabad.
- **Post Graduate Diploma** in Library automation networking (**PGDLAN**) with 68% from IGNOU, Lucknow.
- **Bachelor** in Library and Information Science with 68.67% from India Gandhi National Open University.
- **M.Sc.** in Nutritional Sciences Specialization in Community Nutrition (Public Health Nutrition and Education) with 68% from University Of Allahabad.
- **O level** computer course with 68% from University of Allahabad.
- **P.G. Diploma** in Applied Art & Craft with I division from University of Allahabad.

ACHIEVEMENTS

- **UGC-NET-** Dec 2012 in Library & Information Science.
- Topper in M.phil Library and Information Science.
- Established and shaped new Library, from purchase to shelve.

- Given effective contribution to maintain placement record of college through create online form.
- Create & admin of departmental group (CFT Updates) in social networking site (Face book) for connecting students to each other.
- Coordinator of international level essay competition.
- Received shield for the best cooperative institution.

REFRESHER COURSE/ SUMMER SCHOOL

- Completed 21 days UGC sponsored **refresher course** on “**Information and Communication Technology (Multi Disciplinary)**” from 20th Sep to 10th Oct 2012 organized by Centre of Food Technology, University of Allahabad at Centre of Food Technology, University of Allahabad.
- Completed 21 days UGC sponsored **Summer School** on “**Globalization**” from 25th May to 14th June 2013, organized by Centre of Food Technology, IPS, University of Allahabad at Centre of Food Technology, University of Allahabad.

PROJECT UNDERTAKEN IN M.PHIL

“Use of e-Resources by Teachers and Students of IPS and other faculties of University of Allahabad”

PROJECT UNDERTAKEN IN M.Sc.:

- Relationship between Diet and Obesity.
- A Comparative Study of ICDS and Non ICDS area for Vitamin A deficiency.

PROJECT UNDERTAKEN IN PGDLAN

“Development of Website of Library of Centre of Food Technology, University of Allahabad.”

COMPUTER SKILL

Working knowledge of MS Office, Internet etc.

SOFTWARE KNOWN

KOHA, SOUL, LIBSYS, SPSS

ADMINISTRATIVE EXPERIENCE

Working as a ***Library In charge*** at Institute of Professional Studies, University of Allahabad, since thirteen years. Nature of work as a **Library In charge** is:

- Handling technical section of four departmental library of IPS, University of Allahabad. The departments are: - Centre of Food Technology, Centre of Fashion Designing, Centre of Media Studies and Centre of Computer Education.
- Collect, organize and manage information in a variety of media: books, e-books, Journals, online journals and CDs of Projects and Seminars.

- Provide the guidelines; check the proper submission of projects and their CDs, collect in print & digital format both and retrieve for the readers.
- Helping users to access material, finding pieces of information from internal as well as external sources.
- Training and supervising employees those work in the library.
- Supply necessary directions for proper using of online resources.
- Proper collection & on demand supply of e-book as well as full text online journals.
- Coordination with faculty, student & research cell to provide reference service with help of some online data base, and provide pin point information as per requirement.

FARL (NABL Accredited)

- To maintain list of reference material.
- Issue the documents in controlled format to the In-charge of FARL members.
- Update the documents.

PARTICIPATION IN CORPORATE ACTIVITIES OF THE CENTRE

- In charge of confidential section for central evaluation of four department of IPS exams.
- Rechecking of Internal examination marks.
- Screening of the students in various events for institutional extracurricular activity.
- Create a database for the pass out students to maintain the record of his/her employee details.
- Creation of “CFT Updates” group in Face book to update the news for the students.

ORAL PRESENTATION

- Presented oral paper on “**Use and Impact of E-Resources at Centre of Food Technology, University of Allahabad**” in National Conference on K-2012: Creating Digital Library In Globalized E- Society, July, 2012 organized by Society for Information Research & Studies, Delhi.
- Presented oral paper on “**Digital libraries: Development, Preservation, and Rights Management**” in National Conference on Digital Library Management and Challenges, November 2011 at ACCMAN Institute of Management, Greater Noida.

PUBLICATION

National

- **Shikha Jaiswal**, 2011. “**E-Resources: Their types**”. Two day UGC national seminar on “Management of Digital/e-Resources”, 2011, Hyderabad: pages 52-63

- **Shikha Jaiswal. Digital libraries: “Development, Preservation, and Rights Management.”**
National Conference on Digital Library Management and Challenges, 2011, ACCMAN Greater Noida: pages 221-228
- Rita Kanoji, **Shikha Jaiswal & Deepti**, 2011. **“Need of User Education in Engineering College Libraries of Allahabad.”** National Conference on “Strategies for Managing Libraries in the Future”, **IIM Ahmadabad**: pages 145-152
- **Shikha Jaiswal & Rajpal Singh Purohit. “Use and Impact of E-Resources at Centre of Food Technology, University of Allahabad.”** National Conference on K-2012: Creating Digital Library In Globalized E- Society, 2012, Delhi: pages 281-284
- **Archana Singh, K. M. Krishna and Shikha Jaiswal. “Use of ICT Based Library Resources and Services and its Impact on Users: A Case Study of University of Allahabad.”** SRELS Journal of Information Management, Vol 51, No 2 (2014), Pages 93-98

International

- **Shikha Jaiswal, T.N. Dubey and Archana Bhadoria, 2012. “Use of E- Resources by the Student of IPS (Institute of Professional Studies) & Other Faculties of University of Allahabad.”**
International Journal of Information Library and Society 1 (2): pages 35-45.

TRAINING / WORKSHOPS/ SEMINARS ATTENDED

- Participated in **6TH International CALIBER – 2008 on the theme “From Automation to Transformation”** at Allahabad.
- A workshop on soybean conducted by **‘American Soybean Association’**.
- Participated in the National Level Conference on **“Nutritional Evaluation of Foods in Context of the Hospitality Industry”** organized on 5th March 2011 at Sunder Deep College of Hotel Management, Ghaziabad.
- Participated in Two day UGC national seminar on **“Management of Digital/e-Resources”** Aug 19-20, 2011, Hyderabad
- Participated in National Conference on **K-2012: Creating Digital Library In Globalized E-Society**, July, 2012 organized by Society for Information Research & Studies, Delhi
- Participated in National Conference on **Digital Library Management and Challenges**, November 2011 at ACCMAN Institute of Management, Greater Noida.
- Participated in National Conference on **Knowledge Organization in Academic Libraries (KNOL 2012)**, Sep 2012 organized by Society for Information Research & Studies, Delhi.

- Participated in five days training of **“Library Management System”** 7-11 June 2011 from **SIEMAT, Allahabad**
- Participated in nine days training of ‘District Mobile Training Team’ for Anganwadi Helpers from **National Institute of Public Cooperation and Child Development Regional Centre, Lucknow.**
- Participated in the sanitization workshop on **Administrative Responsibilities for the Implementation of Societal Research Fellowship (SoRF)-DST, New Delhi** organized by The national Academy of Science on march, 21, 2014 at Allahabad.
- Participated in Two days National Workshop on **Library Automation: Open Source Software ILS- KOHA**, 9-10 April, 2016 organized by IAMR, Ghaziabad.
- Attended two days workshop on General Requirements for Competence of Testing and Calibration: ISO/IEC:17025 (2005 and Internal Audit) from Centre of Food Technology, University of Allahabad.
- Attended Training Program on IPR, GI and Organic Facilitation, Aug 10-11, 2016 from Centre of Food Technology, University of Allahabad.
- Participated in Two day national seminar on “Emerging Trends in ICT” **Jan 30-31, 2017**, UPRTOU, Allahabad

ABSTRACT

- **Shikha Jaiswal. E- Resources: Types of e – Resources.** CALIBER- 2009, Pondicherry.

POSITIVE TRAITS

- Very good in inter personal relationship.
- Dedication towards work, job & responsibility.
- Result oriented with in specified time frame.
- Quick Grasping power and desires to learn new thing which can be helpful for future.

EDUCATIONAL QUALIFICATION

- B.Sc. Home Science from University of Allahabad in 1999.
- Intermediate in Bio group from U.P. Board in 1996.
- High School in Science group from U.P. Board in 1994.

CAMPS

- Dietary Counseling of Diabetic patient in Railway hospital, Allahabad.
- Active participation in Obesity Camp organized by M.L.N. Medical College.

PERSONAL ICONS:

Name	: Shikha Jaiswal
Husband's name	: Mr. Akash Jaiswal
Date of Birth	: 01-01-1980
Marital Status	: Married
Nationality	: Indian
Communication at	: 329/281A, K.L.Kydganj Allahabad

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Allahabad

(Shikha Jaiswal)