



## **Dr. RAMUDU MYLAPALLI**

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### **EDUCATION AND RESEARCH**

Received **Ph.D.** degree from the Department of Library and Information Science, Andhra University. Research topic “Information Literacy in Engineering College Libraries Affiliated to Andhra University: A Survey. in 2018.

Received Masters (**M.B.A-HRM**) degrees from the Department of Management Studies, Pondicherry University (A Central University) in 2008-2010.

Received Postgraduate Diploma in Library Automation and Networking (**PGDLAN**) from the Department of Library and Information Science, University of Hyderabad (A Central University) in 2008.

Received Masters (**M.L.I.Sc**) degrees from the Department of Library and Information Science, Andhra University in 2006.

Received Bachelor (**BA**) degrees from the Department of Arts, Andhra University in 2003.

### **EMPLOYMENT RECORD**

Working as a Assistant Professor, the Department of Library and Information Science, Dr.B.R. Ambedkar University Srikakulam, Etcherla, AndhraPradesh, from 2018 to till date.

Worked as a Librarian, the Department of Library and Information Science, Andhra University (AU) affiliated Sanketika Vidya Parishad Engineering College, Visakhapatnam, Andhra Pradesh, from 2009 to 2018.

Worked as a Librarian, the Department of Library and information Science, Jawaharlal Nehru Technological University (JNTU) affiliated Prajna Institute of Technology and Management, Palasa, Srikakulam, Andhra Pradesh, from 2006 to 2009.

### **JOB RESPONSIBILITIES AS A ASSISTANT PROFESSOR**

- Develop and implement innovative instructional methods.
- Develop professional logistics to improvise student performance.
- Guide, lead and mentor students in research projects.
- Evaluate, monitor and mentor student academic progress.
- Create, innovate and implement career-enhancement programs and activities.
- Supervise and support teaching assistants.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees
- Assess, review and evaluate student activities and progress.
- Assist and support senior professors in their day-to-day tasks and function

### **RESPONSIBILITIES OF ACADEMIC HEAD/COORDINATOR OF THE DEPARTMENT**

- Leadership and Management
- Responsibility for Teaching and Students
- Responsibility for Research
- Knowledge Transfer
- People Management
- Financial Management
- Quality Assurance
- Development of Academic/Research Standing
- Person Specification for Head of Department
- Terms and Conditions of Office

### **JOB RESPONSIBILITIES AS A LIBRARIAN**

- ❖ **Manage the planning, administrative and budgetary functions of library and information services**
  - Establish and implement library and information policies and procedures
  - Develop and manage convenient, accessible library and information services
  - Establish and manage the budget for library and information services, technology and media
  - Develop and manage cost-effective library and information services, technology and media
  - Order materials and maintain records for payment of invoices
  - Prepare reports related to library and information services, technology and media services, resources and activities
- ❖ **Provide effective access to library collections and resources**
  - Develop and maintain collections management policies and procedures
  - Perform original cataloguing and classification of print, audio-visual and electronic resources
  - Develop and maintain special indexing systems and files for special collections
- ❖ **Maintain the organization of library materials**
  - Ensure an accurate inventory of resources
  - Ensure efficient retrieval by users

- Search external database programs for the availability of cataloguing copy
- Maintain inventories, compile statistics and generate reports as required
- Develop and maintain cataloguing procedures
- Enter cataloguing data into the library's automated system
- Process resources for placement on shelf
- File cards in shelf list
- Complete cataloguing records where only partial copy is available
- Index materials for the pamphlet collection
- ❖ **Provide library services in response to the information needs of library users**
- Respond to daily on-site requests for information Train library users to effectively search the Library catalogue, Internet and other electronic resources
- Provide an interlibrary loan service for both book and audiovisual materials and maintain records
- Maintain records for the interlibrary loan service
- Maintain circulation files, records and statistics

### **ADMINISTRATIVE EXPERIENCE**

- Nominated as ‘‘HOD/Course Coordinator in Department of Library and Information Science’’, Dr.B. R. Ambedkar University Srikakulam, since January 2023 to Till date
- Nominated as ‘‘HOD/Course Coordinator in Department of Library and Information Science’’, Dr.B. R. Ambedkar University Srikakulam, since January 2020 to February 2021.
- Appointed as member of ‘‘Anti-Ragging Squad’’ Dr.B.R. Ambedkar University, Srikakulam,
- Appointed as ‘‘Squad member’’ Dr. B. R. Ambedkar University, Srikakulam, in connection with the conduct of UG-Examinations.
- Appointed as a committee member ‘‘5<sup>th</sup> Andhra Pradesh Science Congress- 2019’’ Dr. B. R. Ambedkar University, Srikakulam.
- Appointed as member of ‘‘Board of Study (B.O.S) ’’ Department of Library and Information Science, Dr. B. R. Ambedkar University, Srikakulam.
- Maintain circulation files, records and statistics

### **ORGANIZED CONVENER**

One day National Webinar on ‘‘Effective Use of on-line Resources during the Covid-19’’ Organized by Department of Library and Information Science, Dr.B.R.Ambedkar University Srikakulam, Etcherla, Andhra Pradesh, on 12<sup>th</sup> August 2020.

## PUBLICATIONS:

### PAPERS PUBLISHED IN NATIONAL AND INTERNATIONAL JOURNALS

01	Dr. Ramudu Mylapalli (2013)	Academic Libraries in India”, International Journal of Research, Vol.2, Issue No. 2, July-Dec 2013, pp.59-62, ISSN-2236-6124.
02	Dr. Ramudu Mylapalli (2014)	Information and Communication Technology Competencies in Library Professionals”, International Journal of Research, Vol.3, Issue No. 1, Jan-July 2014, pp.12-15, ISSN-2236-6124.
03	Dr. Ramudu Mylapalli (2014)	Use of Public Libraries in India”, Journal of Universal Review, Vol.4, Issue No. 2, February 2015, pp.63-65, ISSN-2277-2723.
04	Dr. Ramudu Mylapalli (2015)	Use of Electronic Resource in Engineering College Libraries, Journal of Universal Review, Vol.4, Issue No. 2, February 2015 pp. 63-65, ISSN-2277-2723.
05	Dr. Ramudu Mylapalli (2016)	Library and Information Networking”, International Journal of Research, Vol.5, Issue No. 2, July-Dec 2016, pp.63-65,ISSN-2236-6124.
06	Dr. Ramudu Mylapalli (2017)	Application and Use of Information and communication Technology in the College Libraries, Pramana Research Journal, Vol.7, Issue No. 2, February 2017, pp.54-56, ISSN-249-2976.
07	Dr. Ramudu Mylapalli (2017)	Reading on Mobile Phones- Study Habits of Undergraduate Learners”, International Journal of Research, Vol.6, Issue No. 8, August 2017, pp.486-487, ISSN-2236-6124.
08	Dr. Ramudu Mylapalli (2018)	Status of Physical Facilities in Engineering College Libraries, Journals of Applied Science and Computations, Vol.5, Issue No. 4, April 2018, pp.271-272, ISSN-1076-5131.

09	Dr. Ramudu Mylapalli (2018)	Social Media and Libraries”, Journals of Applied Science and Computations, Vol.5, Issue No. 2, November 2018, pp.2231-2241, ISSN-1076-5131.
10	Dr. Ramudu Mylapalli (2019)	Building Public Libraries for Future”, International Journal of Multidisciplinary Educational Research (IJMER), Vol.8, Issue No. 7(3), July 2019, pp.01-03, ISSN- 2277-7881.
11	Dr. Ramudu Mylapalli (2019)	Impact of User Characteristics on the Use of Public Libraries, International Journal of Multidisciplinary Educational Research (IJMER), Vol.8, Issue No. 7(4), July 2019, pp.73-75, ISSN-2277-7881.
12	Dr. Ramudu Mylapalli (2020)	The Need for Information Literacy- For Undergraduate Students, National Journal of EDUINDEX, Vol.40, Issue No. 50, March 2020, pp.1429-1432, ISSN-2394-3114.
13	Dr. Ramudu Mylapalli (2020)	Library Student Users Information Literacy: A Case Study, Journal Of Critical Reviews, ISSN- 2394-5125 VOL 7, ISSUE 19, 2020, pp.308-315.
14	Dr. Padma.Ponugoti & <b>Dr. Ramudu Mylapalli</b> (2021)	Role of Social Media for Library Users During COVID-19: A Survey, National Journal of Critical reviews, Vol.07, Issue No. 03, March 2021, pp.1798-1806, ISSN-2394-5125.
15	Dr. Ramudu Mylapalli (2021)	Awareness on Information Literacy In Engineering College Students: A Study, Journal of Education: Rabindrabharati University, ISSN-0972-7175 VOL XXIV, ISSUE 12(II), 2020, pp.10-15.
16	Dr. Ramudu Mylapalli (2022)	Use of Electronic Resources By Pharmacy Students: A Survey Library Student Users Information Literacy: A Case Study, Journal of Shodhsamhta, ISSN- 2277-7067 VOL IX, ISSUE 19, 2020, pp.308-315.
17	Dr. Ramudu Mylapalli (2022)	Use of Electronic Resources In College Libraries Journal of Oriental Institute M.S. University of Baroda, ISSN- 0030-5324 VOL 71, ISSUE 4 July-December 2022, pp.08-12.

**PAPERS PRESENTED AND PUBLISHED IN NATIONAL& INTERNATIONAL CONFERENCES**

01	K. Rajendra Prasad, <b>M.Ramudu</b> G.Nageswra Rao	Electronic Resource Management In Digital Environment in Andhra University (National Conference of Library and Information Science Trends and Innovations-NCLIS 2017).
02	C. Nageswra Rao K. Ramalingeswara Rao <b>M.Ramudu</b>	Digital Libraries- Society” in GMRIT (National Conference of Chaining Perception of Library Users and their expectations in Digital Era-NCCPUDE 2016).
03	M.V. Subba Rao <b>M.Ramudu</b>	Knowledge Management In Engineering College Libraries in KL University (International Conference of Scholarly Communication and Knowledge Management in Higher Education Institutions-ICSKH 2014)

## COMPUTER LITERACY

Proficiency in major word processing, spread sheet, desktop publishing, image processing and presentation software packages. Proficient in web information searching and retrieval.

## PERSONAL INFORMATION

Full Name : Dr. RAMUDU MYLAPALLI  
Fathers Name : JAGGULU  
Sex : MALE  
Community : B.C-'A'  
Marital Status : Married  
Languages Known : English, Telugu and Hindi  
E-mail id : [ramulib2@gmail.com](mailto:ramulib2@gmail.com)

**Permanent Address** :

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Ranasthalam Mandal, Srikakulam District, Andhra Pradesh, India, Pin 532407,  
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