


Administrative Staff

Employee Name	Ms. Urmila S. Patel	
Designation	Library and Information Assistant	
Email	osd_librarian@gtu.edu.in	
Qualification	Master and Library Science	
Joining Date	6 th January, 2020	

Job Description	As a Library Assistant in the School of Pharmacy at GTU, I am responsible for managing and maintaining library resources and services. My duties include cataloguing and organizing books, journals, and digital resources, assisting students and faculty in locating materials, and ensuring the smooth functioning of daily library operations. I also manage the circulation desk, issue and return books, and assist in organizing library. "I also organize events for students and staff through the NDLI (National Digital Library of India) Club.". I maintain library records, update databases, and support in maintaining a conducive learning environment for students.
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Training/ Workshop/ Seminar Details	Five days Training Programme on "SOUL 3.0: Installation & Operations" organised by Information and Library Network (INFLIBNET) Gandhinagar from 9 th -13 th October, 2023.
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GUJARAT TECHNOLOGICAL UNIVERSITY

SCHOOL OF PHARMACY