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 present.

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
- Assisting with various departmental duties and providing academic support to Professors and other staff.
- Conducting research and publishing papers in academic journals.
- Representing the university at conferences and delivering presentations when necessary.
- Teaching and supervising to all the students in the department.
- Providing demonstrations and supervising experiments and investigations.
- Answering questions in class or via email or telephone.
- Providing Professors and Department Heads with feedback on student progress.
- Writing proposals to University authorities secure funding for research.
- Attending faculty and departmental meetings and voicing concerns or providing suggestions for improvement

RESPONSIBILITIES OF ACADEMIC HEAD/COURSECOORDINATOR OF THE DEPARTMENT

- To prime role of the Head of the Department is to provide strong academic leadership in the department.
- The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students and staff of the Department.
- To oversee the smooth functioning of the department and ensuring consistent provision for academic ambiance.
- Recruiting, training, and mentoring new TAs and other junior staff incase of necessary to the department.
- To manage and motivate all subjects staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- To ensure the development of the Curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
- Responsible for designing the regulations, curriculum, and syllabi.
- Inculcate Industry Internship and Value added courses to the MLISc degree.
- As a HOD attend meetings when required by University authorities.
- Prepare the annual budget in consultation with Dean of the University for the financial year and submit to the Registrar before the end of academic of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.

- Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning.
- Arrange to pass the semester end examinations results by the Class Committee and forward it to the Controller of Examination / Dean, Academic Courses for publication and record.
- Propose new programmes/courses and increase the in intake in consultation with Dean of the University and faculty.
- Oversee the teaching performance, research activities and funded projects of all faculty of the department.
- Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department with financial support from University and external agencies.
- Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction
- Promote the visibility of the University both internally and externally.
- Carry out any other function as assigned by the Vice-Chancellor and Registrar.

DUTIES & RESPONSIBILITIES OF UNIVERSITY ASST. DEAN-CDC

❖ **Academic Planning and Development:**
- Prepare comprehensive development plans for the college, including academic, administrative, and financial aspects.
- Recommend new academic courses, teaching positions, and administrative posts.
- Review self-financing courses and suggest improvements.
- Promote research culture, consultancy, and extension activities.
- Foster academic collaborations and encourage the use of technology in teaching.

❖ **Resource Management and Financial Oversight:**
- Prepare annual financial estimates and budget.
- Review financial statements.
- Oversee the allocation and utilization of grants from the UGC and the University.

❖ **Guidance and Supervision:**
- Provide guidance and support to affiliated colleges in various areas, including academic standards, curriculum development, and resource utilization.
- Advise the University on matters related to college development.
- Review inspection reports of colleges and suggest remedial measures.
- Help colleges identify opportunities for autonomous status.

❖ **Coordination and Communication:**
- Coordinate with the UGC, University, and other stakeholders to ensure effective implementation of policies and programs.
- Serve as a liaison between the University and affiliated colleges.
- Prepare annual reports on the functioning of the CDC.

❖ **Other Responsibilities:**
- Conduct surveys of affiliated colleges to maintain up-to-date profiles.
- Advise the University on policy matters related to college affiliation.
- Promote student and employee welfare activities.
- Encourage the use of technology in teaching and learning.
- Implement regulations framed by the UGC regarding academic standards and course restructuring.

JOB DUTIES & 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
- Overall supervision of all section's that may include Print Resources and Acquisition section / e-Resource acquisition section / Circulation section / Reference Section / IT section/ General Administration.
- Overall management, monitoring and supervision of all sections including technology, staff and materials.
- To interact with the academic community of the Institute in order to determine their requirements of reading/learning materials and facilitate access to the same by the library.
- Guiding and helping to the all section team in performing their allotted tasks.
- Correspondence with faculty, students and other staff members related to the section work.
- Assisting in the preparation of the annual budget/revised budget of the section.
- Communication with the external stakeholders like supplier/vendors/publishers and internal stakeholders like library staff, other departments (of the Institute), regarding their section's work.
- Implementing latest tools and techniques (including Information Technology) and new services in the section.
- Preparation and updating of section manual (library procedures, rules and regulations, processes and services of their section).
- Orientating library users about library resources and services.
- Coordinating and organizing section meetings regularly and preparation of the minutes of meetings and follow-up the decisions.
- Management and development of staff in their section.
- Involve in stock taking work and circulation desk duties of the library.
- Guidance and training to the trainees when he/she joins the section.
- Preparation and documentation of all relevant statistics of the section.
- Monitoring the maintenance and upkeep work of the Library
- Any other work assigned by the organization.

ADMINISTRATIVE EXPERIENCE

- Nominated as ''**HOD/Course Coordinator** in Department of Library and Information Science'', Dr.B. R. Ambedkar University Srikakulam, since January 2026- present.
- Nominated as ''**Coordinator'' , VermiComposting** in Dr.B. R. Ambedkar University Srikakulam'', since 15th July 2025- present.
- Nominated as ''**Asst. Dean CDC** (College Development Council) in Dr.B. R. Ambedkar University Srikakulam'', since 29th November 2024 - present.
- Nominated as ''**HOD/Course Coordinator** in Department of Library and Information Science'', Dr.B. R. Ambedkar University Srikakulam, since January 2023 to December 2023.
- Appointed as Department (MLISc) **Computer Lab In charge** , in Dr Br Ambedkar University, Srikakulam, Since March - present.
- 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 ''5th Andhra Pradesh Science Congress- 201**9'' 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 12th August 2020.

PUBLICATIONS:
PAPERS PUBLISHED IN NATIONAL AND INTERNATIONAL JOURNALS

S.No	Author's	Academic Year	Publications
01	Dr. Ramudu Mylapalli	2013-2014	Academic Libraries in India", International Journal of Research, Vol.2, Issue No. 2, July-Dec 2013, pp.59-62, ISSN-2236-6124. Impact Factor :5.7
02	Dr. Ramudu Mylapalli	2013-2014	Information and Communication Technology Competencies in Library Professionals", International Journal of Research, Vol.3, Issue No. 1, Jan-June 2014, pp.12-15, ISSN-2236-6124. Impact Factor : 5.7
03	Dr. Ramudu Mylapalli	2014-2015	Use of Public Libraries in India", Journal of Universal Review, Vol.3, Issue No. 2, September 2014, pp.63-65, ISSN-2277-2723. Impact Factor : 5.7
04	Dr. Ramudu Mylapalli	2014-2015	Use of Electronic Resource in Engineering College Libraries, Journal of Universal Review, Vol.4, Issue No. 1, February 2015 pp. 63-65, ISSN-2277-2723. Impact Factor :5.7
05	Dr. Ramudu Mylapalli	2016-2017	Library and Information Networking", International Journal of Research, Vol.5, Issue No. 2, July-Dec 2016, pp.63-65,ISSN-2236- 6124. Impact Factor :5.7

06	Dr. Ramudu Mylapalli	2016-2017	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. Impact Factor :6.2
07	Dr. Ramudu Mylapalli	2017-2018	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. Impact Factor : 5.7
08	Dr. Ramudu Mylapalli	2017-2018	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. Impact Factor : 5.8
09	Dr. Ramudu Mylapalli	2018-2019	Social Media and Libraries", Journals of Applied Science and Computations, Vol.5, Issue No. 2, November 2018, pp.2231-2241, ISSN-1076-5131. Impact Factor : 5.8
10	Dr. Ramudu Mylapalli	2018-2019	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. Impact Factor : Impact Factor :6.014
11	Dr. Ramudu Mylapalli	2019-2020	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. Impact Factor : 6.014
12	Dr. Ramudu Mylapalli	2019-2020	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. Impact Factor : 6.3
13	Dr. Ramudu Mylapalli	2020-2021	Library Student Users Information Literacy: A Case Study, Journal of Critical Reviews, ISSN- 2394-5125 VOL 7, ISSUE 19, 2020, pp.308- 315. Impact Factor : **SCOPES: Scopes Database: 00000-86019, Source ID: 00000177, Manuscript Id: 00000-86019 , ISSN Online: - 2394-5125**
14	Dr. P. Padma Dr. Ramudu Mylapalli	2020-2021	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. Impact Factor : 5.7
15	Dr. Ramudu Mylapalli	2021-2022	Awareness on Information Literacy in Engineering College Students: A Study, Journal of Education: Rabindrabharati University, ISSN : 0972-7175, Vol XXIV, Issue 12(II) 20212022, pp.10-15. Impact Factor : 5.8
16	Dr. Ramudu Mylapalli	2021-2022	Use of Electronic Resources by Pharmacy Students: A Survey, Journal of Fundamental& Comparative Research, ISSN : 2277-7067, Vol IX, Issue 4(I) January-June 2022, pp.113-119.Impact Factor: 4.95. Impact Factor : 4.95
17	Dr. Ramudu Mylapalli	2022-2023	Use of Electronic Resources In College Libraries, Journal of M.S. University, Baroda, ISSN : 0030-5324, Vol 71, Issue 4 July-December 2022, pp.08-12. Impact Factor : 4.95
18	Dr. Ramudu Mylapalli	2023-2024	Use of Pharmacy Library Resources: A Case Study, Third Concept an International Journal of Ideas, ISSN: 0970--7247, Vol.37, Issue 440, October 2023, pp.88-95. Impact Factor : 5.5

19	Dr. Ramudu Mylapalli	2024-2025	Library Information Center and Society, International Journal of Multidisciplinary Advanced Experimental Research, ISSN: 2349-9648, Vol. X, Issue II(I),July 2024, pp.93-96. Impact Factor5.7. https://ijarm.com/ Impact Factor :5.5
20	Dr. Ramudu Mylapalli	2024-2025	Need and Importance of Digital Libraries in Modern Era, Journal of Information and Computational Science, ISSN: 1548-7741, Vol. 15, Issue 04April2025, pp.131-138. Impact Factor6.2. www.joics.org Impact Factor :6.2
21	Dr. Ramudu Mylapalli	2025-2026	Future of Digital Libraries in India, Hong Kong International Journal of Research Studies, ISSN: 3078-4018, Vol. 02, Issue 03, July- December 2025, pp.43-47.Impact Factor 4.5 https://octopuspublication.com/index.php/hkijrs
22	Dr. Ramudu Mylapalli	2025-2026	Advantages of Automation of Libraries in Kendriya Vidyalayas throughout India, Journal of Research Studies, ISSN: 3078-4018, Vol. 03, Issue 02, July- December 2025, pp.151-153.Impact Factor 4.5 https://octopuspublication.com/index.php/hkijrs

PAPERS PRESENTED NATIONAL, AND INTERNATIONAL CONFERENCES

01	K. Rajendra Prasad, **M.Ramudu** G.Nageswra Rao	Electronic Resource Management In Digital Environment in Andhra University (National Conference of Library and Information Science Trends and Innovations-NCLIS 2017). ISBN 978-93-5291-22-4, pp 16-19
02	C. Nageswra Rao K. Ramalingeswara Rao **M.Ramudu**	Digital Libraries- Society" in GMRIT (National Conference of Chaining Perception of Library Users and their expectations in Digital Era-NCCPUDE 2016). ISBN 978-93-5230-123-2,PP 415-418.
03	M.V. Subba Rao **M.Ramudu**	Knowledge Management In Engineering College Libraries in KL University (International Conference of Scholarly Communication and Knowledge Management in Higher Education Institutions-ICSKH 2014) ISBN 9788184249569, PP 82-84.
04	Dr. Ramudu Mlapalli	Disparities in education between Scheduled Tribes and Non-Scheduled Tribes of Vizianagaram District, Andhra Pradesh, in Andhra University (Centre for Study of Social Inclusion (CSSI) two- days (03-04, February, 2026) National Seminar on Social Inclusion and Inequality: The Importance of Sustainable Development Goals for a Developed India by 2047). pp 44

PARTICIPATED FACULTY DEVELOPMENT PROGRAMMES (FDP's)

1. "7 Days Faculty Development Programme on Rural Community Engagement" organized by Mahatma Gandhi National Council of Rural Education, Hyderabad in Collaboration with Dr. B.R. Ambedkar University, Srikakulam, Andhra Pradesh.

2. "8 Days International Faculty Development Programme (FDP) on Pioneering and Innovative Trends in Learning/Teaching English Language, Literature and Translation" organized by Veda Vignana Academic and Research Centre, Hyderabad & Ochre (India) Mumbai.

ATTENDED SEMINARS & CONFERENCES (NATIONAL & INTERNATIONAL)

1. "International Webinar on Post COVID-19: Challenges & Opportunities for Libraries and Library Professionals'' 2020" Organized by Andhra University- Visakhapatnam, Andhra Pradesh, on 03rd – 05th June 2020.

2. "One Day Capacity Building Training Program On Drug Abuse Prevention" Organized by Department of Social Work, Dr. B.R. Ambedkar University, Srikakulam, Andhra Pradesh, in Supported by National Institute of Social Defiance, Ministry of Social Justice & Empowerment, New Delhi on 23rd January 2020.

3. National Seminars on "Privatization of Secondary Education in India: Issues and Challenges'' organized by Department of Education Dr. B.R. Ambedkar University, Srikakulam,Andhra Pradesh and ICSSR, New Delhi, on 21st December 2019 to 22nd December, 2019.

4. National Seminars on "Emerging Issues in Rural Development with Special Reference to Andhra Pradesh with Collaboration of NABARD Mumbai & ICSSR, New Delhi'' organized by Department of Rural Development Dr. B.R. Ambedkar University, Srikakulam, Andhra Pradesh, on 11th to 12th December, 2019.

5. National Seminars on "Drug Abuse Prevention: Role of Youth'' organized by Department of Social Work, Dr. B.R. Ambedkar University, Srikakulam, Andhra Pradesh, in Collaboration with National Institute of Social Defence, Ministry of Social Justice & Empowerment, New Delhi, on 19th -20th December, 2018.

6. "21st National Convention on Knowledge, Library and Information Networking (NCLIN-2018)" Organized by GITAM University, Visakhapatnam, Andhra Pradesh, on 04th -06th October, 2018.
   "National Conference on Library and Information Science Trends and Innovations (NACLIS 2017)" Organized by Department of Library and Information Science, Andhra University, Visakhapatnam, Andhra Pradesh on 29th December, 2017

7. "National Conference on Chaining Perception of Library Users and their expectations in Digital Era NCCPUDE 2016" Organized by GMR Institute of Technology, Rajam, Andhra Pradesh, on 23rd – 24th April 2016.

8. "National Seminar on "Management of E-Resources in Degree College Libraries (NSMEDL 2015)" Organized by Department of Library and Information Science, S.D.S Autonomous Degree College of Arts & Applied Science, Shreeramnagar, Vizayanagaran, Andhra Pradesh , on 29th March, 2015.

9. "1st International National Conference Scholarly Communication and Knowledge Management in Higher Education Institutions (ICSKH 204)" Organized by Central Library KL University, Vijayawada, Andhra Pradesh, on 28th -29th November, 2014.

10. "National Seminar on Trends in Library and Information Management and Services " Organized by Department of Library and Information Science, Andhra University, Visakhapatnam, Andhra Pradesh on 08th April, 2013.

ATTENDED WORKSHOPS

1. National Workshop on "Intellectual Property Rights and Patents (IPR&P)" Organized by College of Science, Dr. B.R. Ambedkar University, Srikakulam, Andhra Pradesh, in Collaboration with National Research Development Corporation (NRDC), New Delhi on 28th February 2019.

2. "Workshop on "DELNET: Resource Service and Facilities & KOHA: An Open Source Integrated Library System " Organized by DELNET in Collaboration with National GITAM University, Visakhapatnam, Andhra Pradesh, on 17th September, 2014

3. National Workshop on "Trends in Information Technology and Its Impact on Engineering College Libraries" Organized by GMR Institute of Technology, Rajam, Andhra Pradesh, on 23rd – 24th April 2016.

4. Organized by GMR Institute of Technology, Rajam, Andhra Pradesh, on 23rd – 24th April 2016.

COMPUTER LITERACY

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

PERSONAL INFORMATION

Full Name	:	**Dr. RAMUDU MYLAPALLI**
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Community	:	B.C-'A'
Marital Status	:	Married
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