

Dr. (Mrs.) Jiji Cyriac, Incharge
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Dr. (Mrs.) Jiji Cyriac is at present working as Documentation Officer and Incharge, Library and Documentation Unit at NBSS&LUP (HQ), Nagpur. She did her B.Sc and M. Sc. (Botany) from Mahatma Gandhi University, Kottayam, Kerala in first division. She has completed her PGDCA one year course from Nagpur. She also did her B.L.I.Sc. and M.L.I.Sc. (Merit) from Nagpur University. She did her Ph.D. (Library Science) from RTM Nagpur University.

She joined NBSS&LUP (HQ), Nagpur on 8th January 1996. She has published about 22 papers in various journals, book, conference/seminars. She is also the life member of ILA.

The domain of her responsibilities comprises: To maintain and strengthen library collection including books, and subscription to foreign and Indian journals, and exploring possibilities of electronic versions of journals/secondary services databases, etc. To carry out library administration for its smooth running with the help of library staff. To carry out administrative and other technical duties assigned by the Director from time to time. To maintain liaison with National/International Organizations for exchange of information. To continue to bring Current Titles Alert for distribution among the Bureau's research staff. Assigning ISSN/ISBN to Bureau's publications and maintaining records. To maintain and supervise central services like photocopying, laminating and comb binding machines attached to the library. To carry out annual library stock verification and submitting requisite details of library.