



MCM. Azwer

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## About Me

Presently I have been serving as a Senior Assistant Librarian Grade I at the Main Library South Eastern University of Sri Lanka and in total I have 18 years of working experience at this university since 1997. I had been working as the Head of Acquisition division in the main Library up to 09.07.2014 Now I am Head for Classification Division.

As an academic, while I dedicated in teaching, learning, and research I also served as Acting for Librarian. I have actively involved in the development activities of this university at various levels.

## Academic profile

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### Academic achievements

- Master of Library information Science – University of Colombo 2001/2003
- Bachelor of Arts (Hons) \_ University of Peradeniya 1990/1994

## Employment profile

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### Present position

**Head** – Acquisition Services From 01.01.1997- to 09.07.2014

**Head** - Classification Division From 09.07.2014

## Personal profile

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**Full Name** : Mohamed Caseem Mohamed Azwer  
**Permanent Address** : 38, Central Road, Maruthamunai.04  
**Official Address** : Main Library, University Park, South Eastern University of Sri Lanka, Oluvil.  
**Date of Birth** : 1968.03.20  
**Civil Status** : Married  
**Nationality** : Sri Lankan

## **1.1 Academic / professional Preparation**

Eighteen Years working experience in the University sector

Now Senior Assistant Librarian grade I with effect from 01 Aug,2013

## **1.2 Qualifications in Librarianship**

- MLS from university of Colombo

### **1.2.1 Short courses completed in Librarianship**

1. Successfully completed Three days workshop on “Bibliometric & Scientometric Analysis for Research management” organized by the department of library & Information Science, University of Kelaniya from 27<sup>th</sup> – 29<sup>th</sup> July 2015
2. Successfully completed Two days workshop on “Total Quality Management and ISO 9001:2008 Quality Management system for Libraries Sri Lanka Standards Institution from 09<sup>th</sup> to 10 September 2013.
3. Successfully completed one day workshop on “Distance Learning Development, Implementation and Capacity building ” Organized by Staffordshire University on 28 March. 2008.
4. Successfully completed Four days “ workshop on Greenstone Digital Library (GSDL) Software ” organized by The National Science foundation from 21<sup>st</sup> to 24<sup>th</sup> March 2007
5. Successfully completed Three days workshop on “Building Digital collections for Empowering Sri Lanka ” organized by NILIS from 1<sup>st</sup> to 3<sup>rd</sup> November 2006
6. Successfully completed One day workshop on “5 s Application in productivity and Quality Improvement” organized by Sri Lanka Standards Institution on 12<sup>th</sup> July 2006 Sri Lanka Standards Institution
7. Successfully completed Three days workshop on “Writing and Publishing Quality Academic papers” organized by NILIS from 21<sup>st</sup> to 23<sup>rd</sup> 2006
8. Successfully completed Three days workshop on “Towards An Information Society: Experiences and Challenges” organized by The Sri Lanka Library Association from 26<sup>th</sup> to 28<sup>th</sup> 2000

9. Successfully completed One day workshop on “Grading System for Auxiliary / Enhancement Courses” organized by Staff Development Centre. SEUSL on 13<sup>th</sup> March 2014
10. Participated One day workshop on “Effective Time Management” organized by Staff Development Centre. SEUSL on 16<sup>th</sup> may 2013
11. Successfully completed four days workshop on “Library Automation using KOHA (Linux Version) Integrated Library Management System” organized by Library, SEUSL from 25<sup>th</sup> to 28<sup>th</sup> November 2013
12. Participated a One day workshop on “New Paradigm in Education: Student Centered Learning & Teaching” organized by staff development centre, SEUSL on 15<sup>th</sup> November 2013
13. Successfully completed two days workshop on “MySQL Relational Database” organized by Staff Development Centre. SEUSL on 27<sup>th</sup> to 28<sup>th</sup> November 2010
14. Participated in one day workshop on “A Structured Methodology of Teaching & knowledge Economy – An Asian perspective” organized by Staff Development Centre. SEUSL and HKBK College of Engineering Bangalore, India. On 4<sup>th</sup> March 2010
15. Participated in one day workshop on “Greenstone Digital Library Software” organized by Staff development centre SEUSL, on 10<sup>th</sup> to 12<sup>th</sup> December 2010
16. Participated in one day workshop on “General Functions of the University: Special Reference to Universities” organized by Staff Development Centre. SEUSL on 19<sup>th</sup> December 2009
17. participated in one day workshop on “Improving Academic Ethics & Developing Effectiveness of Academic and Administrative Staff” organized by Staff Development Centre. SEUSL on 20<sup>th</sup> December 2009
18. Successfully completed two days workshop on “KOHA / ISURU: Integrated library management System for Library Automation” organized by Library. SEUSL from 14<sup>th</sup> 15<sup>th</sup> march 2009
19. Successfully completed two days workshop on “Integrated library management System KOHA / ISURU” organized by Staff Development Centre. SEUSL from 21<sup>st</sup> to 22<sup>nd</sup> April 2007

20. Successfully completed four days workshop on “Statistics for Research” organized by Staff Development Centre. SEUSL from 11<sup>TH</sup> to 14<sup>th</sup> February 2006
21. Successfully completed Three days workshop on “Information Technology (IT)” organized by Staff Development Centre. SEUSL from 27<sup>th</sup> to 29<sup>th</sup> August 2005
22. Successfully completed Three days workshop on “Strategic Planning” organized by SEUSL from 18<sup>th</sup> to 19<sup>th</sup> January 2001

#### 1.2.2 Overseas Training

1. Successfully completed eleven days workshop on “E – Resource Management” organized by National Institute of Science Communication and Information resources (NISCAIR) -New Delhi from 21<sup>st</sup> January to February 1<sup>st</sup> 2008
2. Successfully completed seven days workshop on “Advanced GSDL and KOHA” organized by Health net, Nepal from 15<sup>th</sup> to 21<sup>st</sup> July 2010
3. Successfully completed four days workshop on “National Workshop on KOHA & GSDL” organized by Health net, Nepal 22<sup>nd</sup> July 2010
4. Successfully completed Three days workshop on “Regional Workshop and Meeting of Coordinators of GSDL national Nodes in South Asia” organized by Health net, Nepal 23<sup>rd</sup> -25<sup>th</sup> July 2010
5. Successfully completed one day workshop on “D Space for Digital Library organized by” Webinito Networks Ahmadabad from 29<sup>th</sup> July to 2<sup>nd</sup> August 2010

### **1.3 Extra Academic and Professional Workload**

#### 1.3.1 Outside the main responsibilities assigned to the applicant

My assigned duty was the Head – Acquisition division. In addition to that I have been doing classification of all the books. These books are classified with

the help of (DDC) Dewey decimal classification system. This method arranges books in whatever manner it is most easily accessible and most useful to the readers who use them, and the experience of librarian leads them to the conclusion that this purpose is served best by arranging the books according to their various subject matters. This seems to be a simple operation, but it is, in fact quite complex, and for its efficient performance, knowledge and careful attention are important. Under this manner I have classified more than a hundred and fifty thousand books in our library.

### **1.3.2 Excess workload**

Cover up duties for Acting Librarian

I have done this duty several times to the smooth function of the library during the leave of the Acting Librarian.

#### **1.3.2.1 Contribution to the Collection development in the Library**

In order to develop the curricula and to provide the new information to the researchers, I arranged and participated several international book Fair with the group of university academics.

New Delhi World Book Fair, held on 15<sup>th</sup> to 20<sup>th</sup> February 2014 participated all the Deans of the Faculties of South Eastern University and myself

Colombo International Book Fair participated on 21<sup>st</sup> to 23<sup>rd</sup> September 2012

Exhibition International Book Sale at South Eastern University Held on 07<sup>th</sup> to 08<sup>th</sup> September 2011

Colombo International Book Fair participated on 24<sup>th</sup> to 26<sup>th</sup> September 2008

- Participated In A Seminar for Professionals In The University Libraries And Book Trade “Partners In ID (Information Delivery)” Held on 26<sup>th</sup> September 2008
- Colombo International Book Fair participated with 26 Academics of South Eastern University on 10<sup>th</sup> to 13<sup>th</sup> September 2007
- Colombo International Book Fair participated with 30 Academics of South Eastern University on 19<sup>th</sup> to 22<sup>nd</sup> September 2006 (*Annexure 51, 52*)
- Colombo International Book Fair participated with 26 Academics of South Eastern University on 10<sup>th</sup> to 18<sup>th</sup> September 2005

- Exhibition and Book Sale at South Eastern University held on 05th to 06<sup>th</sup> September 2005

## **1.4 Teaching or Professional Activities**

- Visiting Lecturer for Diploma programme in Library and information Science, conducted by Sri Lanka Library association
- Visiting Lecturer for Post Graduate Diploma in Library and information Science, conducted by University of Jaffna
- Resource person - Training on Library Management conducted by SEUSL, Library
- Resource person - Workshop on Library Automation conducted by SEUSL, Library
- Resource person - Workshop on Library Automation using KOHA Integrated Library system conducted by SEUSL, Library
- Supervisor for a bibliographic Report to the student of Diploma under the title "A Bibliography of the writing – professor. S.Sandraseharen
- Member of the Selection Committee for Recruitment of Non Academic Staff –Post of Library Attendants
- Member of the Selection Committee for Recruitment of Non Academic Staff – Post of Library Assistants
- Participating in "Shremadana" Activities at SEUSL
- Assistant Secretary for South Eastern University Teachers' Association
- General Secretary for Senior Common Room Association of South Eastern University
- Exco – Member (TASEU)  
Teachers' Association of South Eastern University of Sri Lanka

- Exco – Member University Librarian Association (ULA) of Sri Lanka
- Faculty Board Member – Faculty of Arts

## **1.5 participation in Continuing Professional development(CPD) as Resource person**

## **1.6 Institutional Development**

### **1.6.1 New Services**

- 1. Introduced Text book concept in the library :** In order to develop the students centered Learning we started to purchase multi copies of books. Through this system every single student will borrow each book in a same title for one semester. According to the needs of Department of ELTU we purchased 700 English books to the fresher in a one title.
- 2. Introduced New Library collection:** The recently started faculty of Engineering first year students met the library with 3000 new books with enough multy copies.
- 3. Started the series of “News Alert” services:** This service let them know of the academic staff the new arrivals of books and the details of the books what they have requested

### **1.6.2 Library Building works**

1. Contributed in the planning stage of South Eastern University Main Library Building.
2. Hard working in shifting the SEUSL main library to the new library Building complex.

### **1.6.5 Strengthening Research capacity**

I have participated as a country coordinator to Sri Lanka In the regional work shop and meeting of coordinators of GSDL National Nodes South Asia,

organized by Health Net Nepal at Park village Hotel and Resort, Kathmandu Nepal

Letter of appointment and certificate are annexed

1. As I am a consulting editor of Who's Who of America I provide information according to their publication need.

### **1.6.6 Curriculum planning and Development**

Always the curriculum is changed in the university sector. The books which are recommended for further reading and references of students are purchased by me and also available in the book shelf in the Library.

### **1.7 Transitioning to improve the use of library and Information Services**

## **2.0 RESEARCH, SCHOLARSHIP AND CREATIVE WORK**

### **Publications**

I am involving in several Research works . The following titles are in the process to be published

1. A framework to implement a digital library: A case study to South Eastern University
2. Farmers' preferences for methods of receiving information on new farming practices: a study based on paddy cultivation
3. The introduction of Electronic Book Collection Development in Sri Lanka

### **Scholarly Work**



## **Editing of journal**

- Consulting Editor of “The Contemporary Who’s Who” American Biographical Institute 2003/2004
- Managing Editor of “Journal of the management” Volume viii and ix Faculty of management and commerce 2012/2013

## **Member of Editorial Board**

- Editorial Advisory Board Member of “First Annual Research Conference - 2012 Emerging Issues in Management and Finance” Faculty of Management and Commerce
- Editorial Board Member of “Kalam Journa”l Volume V Faculty of Arts and Culture 2013/2014
- Editorial Board Member of “Writings of S.M.Kamaldeen a bibliography” Library – SEUSL 2001
- Editorial Board Member of “ A Bibliography of the Literary works of Pulavarmani A.M.Sharifudeen & Jinnah Sharifudeen” – 1997 Library - SEUSL

## **3.0 CONTRIBUTIONS TO UNIVERSITY AND NATIONAL DEVELOPMENT**

### **3.1 Dissemination of knowledge**

### **3.2 Awards/ Scholarship**

1. Received a award from HEALTHNET NEPAL to participate one week national workshop on KOHA Integrated library System,Greenston Digital library at Health Net Nepal
2. I have participated in several sports competition within university occasions

## **Department of Physical Education Inter Staff Sports Festival – 2007**

Certificate of Award for the Participation in Javelin Throw, Cricket , Volley Ball ,

Elle , Foot Ball , and Tag of War.