




**SLC** (University of Delhi)  
SHYAM LAL COLLEGE

## Profile

Title	Mrs.	First Name	Satwanti	Last Name		
Designation	Library Assistant					
Department	Library					
Residence Address	9/1088, New Post Office Street, Gandhi Nagar, Delhi - 31					
Phone No Office	011-22324086					
Mobile						
Email	<a href="mailto:satwantilib@shyamlal.du.ac.in">satwantilib@shyamlal.du.ac.in</a>					
Educational Qualifications						
Degree	Institution				Year	
Xth	C.B.S.E				1977	
XIIth	N.I.O.S				2004	
Graduation	N.A					
Post Graduation	N.A					
Other	Library Science Course from National Open School				2001	
Work Assignment						
Accessioning of books, preparation of bills, entry of books bills in allocation register and entry of periodicals/magazines and newspapers bills in the register, physical preparation of books, writing on the book plate, due date slip etc., and searching out the damage books for binding, performing the stock verification, printing of bar code labels and spine labels, assist users in searching books, maintenance of files, any other work assigned by the Librarian from time to time.						
Achievement / Awards / Recognitions						
N.A						
Other Activities						
N.A						