

## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/003/2018

Date: 05.10.2018

Minutes of the Library Committee meeting held on 29<sup>th</sup> September 2018 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Renewal of Journals for the year 2019
- Maintaining Stock and Borrower's registers at Departmental Library
- Organizing Health Sciences Books Exhibition
- Any other matter.

#### **The Following Members were Present:**

1. Rev. Fr Ajith Menezes Administrator, FMMC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean FMMC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
5. Sr. Jacintha D'Souza, Principal, FMCON
6. Dr Prakash Shetty, Professor & HOD, Anatomy
7. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
8. Dr Malathi M, Professor & HOD, Biochemistry
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr B. Rekha, Professor and HOD, Microbiology
11. Dr Nagarathna G, Professor & HOD, OBG
12. Dr. Ronald Joseph Menezes – Professor , Dept of Orthopedics (for orthopedic HOD)
13. Dr Hilda Pinto, Professor, Department of Pathology (for pathology HOD)
14. Dr Pavan Hegde, Professor & HOD, Paediatrics
15. Dr Jnaneshwara P Shenoy - Professor & HOD, Physiology
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Dr Leo Francis Tauro, Professor & HOD, General Surgery
18. Mrs. Sweta D'Cunha, Prof. & H.O.D, HA
19. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
20. Dr Santhosh - Associate Professor, Speech & Hearing
21. Mrs. Victoria D'Almeida – Vice Principal, FMCON
22. Mrs Devina Rodrigues, PG Co-ordinator, FMCON
23. Mrs Jasmine Sarita Vas, Principal, FMSON
24. Dr Janet Dotty Lobo, Librarian, Secretary

### **Members Absent:**

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Dr Narayana V, Professor & HOD, Community Medicine
3. Dr Sukumar, Professor & HOD, Dermatology
4. Dr (Col) Arunachalam R , Professor & HOD, Medicine
5. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
6. Dr A.T. Safeekh, Professor & HOD, Psychiatry
7. Dr Hasib A.G , Professor & HOD , Radiotherapy

Rev. Fr Ajith Menezes, Administrator, FMMC welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and following observations were made:

### **Agenda – 1: Confirmation of the minutes**

The secretary read out the minutes of the Library committee meeting held on 29<sup>th</sup> September 2018 and the minutes were confirmed.

### **Action taken**

- Regarding Foreign Journals for ENT, Dr. Mahesh opined that he will discuss this matter in the department.
- Regarding INCISION database, Dr. Nagesh briefed the members about the discussion between him and the Head of INCISION database and the revised quotation is awaited.
- With regard to Journals for Departmental Library, the Secretary informed that there was no response from any of the department. Dean suggested to give indents for 2 Indian Journals for each departments.
- Disposal of Karnataka Gazette, the Administrator informed that MRD documents scanning are going on. After finishing this, we can start the scanning of Karnataka Gazette.
- Regarding Missing books in the Departmental Library, awareness was given to departmental secretaries on 10<sup>th</sup> April 2018 on the topic 'How to maintain the departmental Library'.
- Dr. Suresh asked the Secretary about the status of missing books in the Central Library. The secretary opined that Stock Verification was not done since we can't close the Library. The Administrator said that during students' vacation we can close the Library for 2-3 days and conduct the Stock Verification.

### **Agenda – 2: Renewal of Journals for the year 2019**

The secretary informed that Journals subscription period begins from January and ends in December. So we have to renew the Journals on or before 31<sup>st</sup> December 2018. She has briefed about the Journals subscription status of 2018 of all the Colleges. Dr. Nagesh has placed few database vendors' quotations before the committee.



### **Agenda – 3: Maintaining stock and borrowers registers at Departmental Library**

The Secretary presented new guidelines and formats of Stock and Borrower's registers prepared for Departmental Library to collect opinion from all the committee members. The Dean suggested to circulate the same to all the Departments. Administrator said that uniform log books should be maintained by all the colleges including CON/SON and Speech & Hearing.

### **Agenda – 4: Organizing Health Sciences Book Exhibition**

The Secretary informed that like every year this year also Health Sciences Book Exhibition will be held on 11<sup>th</sup> & 12<sup>th</sup> October, 2018 and requested all members to cooperate by selecting books for Central Library and Departmental Library.

### **Any other Matter**

The Secretary recommended the following Electronic Gadgets –


- RFID
- Digital Display Units at Central Library to display library's latest information and other related matter.
- Plagiarism Software
- Index databases like web of Science or Scopus

The Dean suggested to get a quotation for the RFID and Plagiarism software and then discuss later with management. The Administrator said that Digital TV can be installed at Central Library to display library's information and the decision will be taken after discussing with management.

At the end the Secretary presented the usage statistics of the Library. The Administrator suggested to prepare the statistics on monthly basis instead of daily.

At the end, vote of thanks was given by the Chairperson.

The meeting was adjourned at 4.00 p.m.

  
**SECRETARY**  
**LIBRARY COMMITTEE**  
*Librarian*  
**Fr. Muller Central Library**  
**Kankanady, Mangalore-575002**

**FATHER MULLER CHARITABLE INSTITUTIONS**

**KNOWLEDGE CENTRE**

FMCL/LC/004/2018

Date: 19.12.2018

Minutes of the Library Committee meeting held on 15<sup>th</sup> December 2018 at 11.15 am in the Senate Hall of Medical College 'B' Block.

**Agenda :**

- Endorsing the minutes of the previous meeting.
- Report on demonstration program.
- Any other matter.

**The Following Members were Present:**

1. Rev. Fr Ajith Menezes Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean FMCC
4. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMCC
5. Sr. Jacintha D'Souza, Principal, FMCON
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr B. Rekha, Professor and HOD, Microbiology
11. Dr Nagarathna G, Professor & HOD, OBG
12. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
13. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
14. Dr Jayaprakash C.S, Professor & HOD, Pathology
15. Dr Pavan Hegde, Professor & HOD, Paediatrics
16. Dr Jnaneshwara P Shenoy - Professor & HOD, Physiology
17. Dr A.T. Safeekh, Professor & HOD, Psychiatry
18. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis

19. Dr. M.S Athiyamaan, Asst. Professor, Dept of Radiotherapy (for Radiotherapy HOD)
20. Dr Leo Francis Tauro, Professor & HOD, General Surgery
21. Mrs. Sweta D'Cunha, Prof. & H.O.D, Hospital Administration
22. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
23. Dr Santhosh - Associate Professor, Speech & Hearing
24. Mrs. Victoria D'Almeida – Vice Principal, FMCON
25. Mrs Jasmine Sarita Vas, Principal, FMSON
26. Dr Janet Dotty Lobo, Librarian, Secretary

**Members Absent:**

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Dr Prakash Shetty, Professor & HOD, Anatomy
3. Dr Malathi M, Professor & HOD, Biochemistry
4. Dr (Col) Arunachalam R , Professor & HOD, Medicine
5. Mrs Devina Rodrigues, PG Co-ordinator, FMCON

Rev. Fr Ajith Menezes, Administrator, FMCC welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and following observations were made:

**Agenda – 1: Confirmation of the minutes**

The secretary read out the previous minutes of the Library committee meeting and the minutes were confirmed.

**Action taken**

- The quotation received for INCISION database for \$4135 approved by the Director, order placed and access provided from 1<sup>st</sup> December onwards.
- Regarding the stock verification of the Central Library, Dean suggested to fix 2-3 days between 15<sup>th</sup> to 31<sup>st</sup> January 2019.
- With regard to the status of 2019 Journals Subscription, the secretary said that Proforma Invoice received for few Journals. Totally work is in progress.



- The secretary said that New Stock Register, Borrowers Register and guidelines were prepared to maintain the uniform log books and the registers were already distributed to Medical College. The other colleges will get it shortly.
- With regard to electronic gadgets requirement, the following actions were taken:
  - RFID Quotation received from 4 vendors was forwarded to the Dean. Administrator opined that after the Stock Verification report the decision will be taken to purchase.
  - Digital Display Unit: The secretary informed that the request was submitted to the Administrator, FMMC.
  - Plagiarism Software: The secretary informed that RGUHS sent the circular to CON & HMC to depute Faculty and Library Staff to attend the training program. The training program was held on 22<sup>nd</sup> November 2018, 2 Library Assistants attended the program. Finally the RGUHS authorities said that they are sending the User ID and Password to access the Software.
  - Index Databases such as Scopus and Web of Science. The Secretary informed that the quotation forwarded to the Dean and it is kept pending for evaluation.

**The following Observations were made:**

- Request from Faculty and Postgraduate students placed before the committee to Serve Tea/Coffee during the training session. Dean opined that if the number exceeds 150 then will take decision to offer Tea/Coffee.
- Dr. Nagesh informed to all the members to utilize INCISION database. Also he suggested the Faculty of College of Nursing to use the database.
- With regard to Departmental Journal's indents, Dean said that co-operation from the department is very important while placing the Indents for Library and departmental Library, When you give Journal's Indents to see that to keep the continuity for future and to face apex bodies.
- The Administrator urged to utilize the Incision database and he said that they will judge the utilization part by taking feedback from the database. Dean stressed on the utilization part and requested the co-operation from all to continue the database.
- Dr. Adiga mentioned that WIFI and Internet connectivity is needed to use the INCISION in the class room. Dean told to send the request through proper channel.
- Dr. Nagesh said that 2 months Trail on Dynamed Plus is already activated in our Institution, informed the committee members to utilize it and send the feedback.

**Agenda – 2: Report on Demonstration Program**

The secretary briefed about the live demo on the following databases:

- 3D INCISION Surgical Database held on 27<sup>th</sup> November 2018 at 3.30 pm in the Knowledge Centre Hall. Total participants – 59.
- 3D Anatomy Model held on 30<sup>th</sup> November 2018 at 2.15pm in the Lecture Hall of Medical College B' Block. Total participants – 146.
- EBSCO's Dynamed Plus, the evidence based point of care clinical reference tool, held on 7<sup>th</sup> December 2018 at 3.30pm in the Conference Hall. Total participants – 64. The information on free trial access upto January 2019 brought to the notice of the committee members.
- She has also informed that one more workshop will be organized on 20<sup>th</sup> December in Association with College of Nursing Faculty on Pubmed access.

#### Any other matter

The following points brought to the notice of the Committee Members.

- Like Karnataka Gazette, there are old volumes of CIMS, MIMS and IDR in the Library. No one is using old information to refer drugs. The secretary raised the following questions, whether to digitalize or dispose? The Dean and majority of the members opined to keep maximum 2 years volumes and remaining to dispose.
- Subscription of Database – The secretary briefed that the following database:
  - Thieme Med Comm Science, Cost is Rs.2,05,875/- was subscribed for Father Muller College of Speech & Hearing. It contains E- books, E- Journals, Clinical Cases, Images, Videos etc., useful to Speech & Hearing Faculty & Students.
  - The proposal received from “Proquest Premium Collection”, its contents, cost and the importance of the database placed before the committee. She also briefed the problems of HELINET Consortium of RGUHS. She stressed that each colleges should buy at least one database to satisfy user's needs and to face apex bodies.
- Regarding the renewal of HELINET Consortium, Dean said that V.C of RGUHS has promised that he will take the decision to renew HELINET.
- The request received from following databases vendor to hold training session placed before the committee.
  - Up-to-date, Proquest, EBSCO, Thieme, J-gate and DELNET.
- The Principal of CON said that the stock verification report shows that books are missing from 2015 onwards. So she asked the members about the action to be taken and measures to replace. The Dean said that take stock verification annually and close the chapter by replacing the book by a defaulter.



- Dr. Sukumar asked the committee that whether the missing gifted books were also to be replaced? Dean said that once the books or journals are donated to the library, it becomes the property of the library. Hence, even those books has to be replaced if goes missing.
- The Administrator said that next year onwards every committee will be revised so that everyone will get the opportunity to contribute in different committees at different capacities. So, the Library Committee also will be revised. The Administrator requested the HODs to suggest interested faculty names to include in the Committee.
- The secretary presented the Usage Statistics of INCISION & Quotation of RFID. The Administrator suggested to send the other user statistics through email to the concerned colleges.

At the end, the Administrator thanked all the Members.

The meeting was adjourned at 12.00 noon



**SECRETARY  
LIBRARY COMMITTEE**

*Librarian*  
Fr. Muller Central Library  
Kankanady, Mangalore - 575002



## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/001/2019

Date: 03.04.2019

Minutes of the Library Committee meeting held on 30<sup>th</sup> March 2019 at 11.30a.m. in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Take over and handover of the Chairperson
- Entry of Volumes in the Accession Register
- Write off of older editions and missing books
- Book prize to Toppers in the University Examination
- Any other matter.

#### **Members Present:**

1. Rev. Fr Ajith Menezes Administrator, FMMC
2. Dr Jayaprakash Alva, Dean, FMMC
3. Dr Padmaja Udaykumar, Vice-Dean & Professor & HOD, Pharmacology, FMMC
4. Dr Venkatesha B. M., Professor, Medicine: Chairperson
5. Sr Jacintha D'Souza, Principal, FMCON
6. Dr Prithi Jain, Associate Professor, Anaesthesiology
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr Sukumar, Professor & HOD, Dermatology
9. Dr. Kuldeep Moras F, Professor, ENT
10. Dr. Hareesh Gouda, Associate Professor, Forensic Medicine
11. Dr. Prajna Kumari, Senior Resident, OBG
12. Dr Aubrey Franco, Senior Resident, Orthopaedics
13. Dr K. Shreedhara Avabratha,, Professor, Paediatrics
14. Dr Anahita R. Shenoy Basti, Assistant Professor, Physiology
15. Dr A.T. Safeekh, Professor & HOD, Psychiatry
16. Dr Krishna Kiran S., Professor, Radio-Diagnosis
17. Dr John Martis, Professor, General Surgery
18. Dr Sweta D'Cunha, Prof. & H.O.D, Hospital Administration
19. Mrs Anupama K., Associate Professor, Physiotherapy
20. Mrs Victoria D'Almeida – Vice Principal, FMCON
21. Dr Devina Rodrigues, PG Co-ordinator, FMCON
22. Mrs Jasmine Sarita Vas, Principal, FMSON
23. Dr Janet Dotty Lobo, Librarian, Secretary

### **Members Absent:**

1. Dr B. Sanjeev Rai, C.M.S, FMCI
2. Dr Sanjay J. Fernandes , Assistant Professor, Anatomy
3. Dr Maitreyee D.S., Assistant Professor, Biochemistry
4. Dr Meena Dias, Associate Professor, Microbiology
5. Dr Nelly Nazareth , Professor, Ophthalmology
6. Dr Reshma G, Kini, Associate Professor, Pathology
7. Dr M.S Athiyamaan, Associate Professor, Radiotherapy
8. Dr Santhosh, Associate Professor, Speech & Hearing

Rev. Fr Ajith Menezes, Administrator, FMMC welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and the following observations were made:

### **Agenda – 1: Confirmation of the minutes**

The secretary read out the minutes of the previous meeting of the Library Committee meeting and the minutes were confirmed.

### **Action was taken**

- With regard to INCISION 3D Anatomy Model, Dean advised the Secretary to collect Usage statistics from the Anatomy Department and present the same during the next meeting.
- The secretary reported that the stock verification of the Central Library done in January and the report will be submitted shortly.
- Regarding the subscription of Journals for the year 2019, the secretary briefed that few Indian & Foreign Journals subscription is pending due to non-availability of subscription rates.
- The secretary informed that the registers and guidelines are sent to all the Departmental Libraries of all the Colleges. The Administrator and the Dean advised the members to maintain uniform registers. Also instructed the members to inform in your department to collect the signature of the Librarian every month in the register
- The Administrator said that the purchase of RFID will be decided only after seeing the stock verification report of the Central Library.
- It has been informed by the Administrator FMMC that the request given to install digital display unit to the Library is approved in the budget of 2019-20. But the purchase of Plagiarism Software and Index databases such as Scopus and Web of Science are not approved in the budget of 2019-20.
- The secretary highlighted the demonstration program held between November to December 2018.



- The secretary said that Thieme Med. Comm Science database is purchased for Father Muller College of Speech and Hearing. She also said that awareness program was organized on 14<sup>th</sup> February 2019 to the Faculty of Speech and Hearing and Library.
- The secretary has brought to the notice of the Committee members that RGUHS has not renewed the e-resources available under HELINET Consortium.
- The secretary said that entry of donated books of the departmental Library is in progress.
- The secretary reported that the Library Committee is revised and new members are present for the meeting.
- The secretary said that as per the advice of the Administrator the usage statistics of the Library sent to the concerned colleges and departments.

### **Agenda – 2: Take over and handover of the Chairperson**

The Administrator appreciated the service extended by Dr. Nagesh K.R., Prof. & H.O.D. of Forensic Medicine & Toxicology and Chairperson of the Library Committee and thanked him on behalf of all the members and welcomed Dr. Venkatesha B M Prof. of Medicine as the Chairperson of the Library Committee. All the Library Committee members congratulated Dr. Venkatesha. Father also thanked all the Heads of Departments those who were in the Library Committee from past many years for sharing knowledge and welcomed the new members and requested them to share their knowledge and to give suggestions to Upgradation of the Library.

### **Agenda – 3: Entry of Volumes in the Accession Register**

The Chairperson opined that as per one of the MCI assessor, we have to consider volumes as one single book, just like the title. The secretary said that the Accession number is a unique number given to the book. As per Library rules, If the Book contains 2 volumes then we have to consider as 2 books because contents are different but title wise it is one. Also, she said that she has enquired this matter with neighboring Librarians and all are following content wise and not title wise. But all prepare and keep ready title wise list for the sake of Inspection. Secondly, if we take titles the total number of books will come down and it's not possible to show the reduced numbers for inspection. She also said that the Library Software is not accepting a,b,c,d alphabets. The members discussed this matter and finally requested the secretary to give college wise statistics of titles and volumes then the decision will be taken.

### **Agenda – 4: Write off of older editions and missing books:**

The Dean opined that it is better to take stock verification every year and if books are missing advised to replace immediately. The Administrator opined that every department has to take stock verification once in 3 months and submit the report to the H.O.D. immediately and if books are missing take immediate action to replace the same.

### **Agenda – 5: Book Prize to Toppers in the University Examination**

The secretary briefed that she has arranged to distribute Books to the students of CON those who secured highest marks in the RGUHS Examination. Total of 14 students benefited from the best practice. She said that there are 41 students in Medical College who secured highest marks in the University Examination, One of the publishers has come forward to donate Books and she placed agenda before the Committee to collect opinion from all the members. The Administrator said that shortly they are inaugurating Students Research Club, during inauguration can distribute the books.

### **Any other Matter**


Secretary brought to the notice of Committee members, that we are subscribing WHO Global publications from 1994 onwards but during the year 2019 print version is suspended. The reason is that they are going to the e-version. So the subscription is not renewed during the year 2019.

Secretary said that nowadays very often students misplace Locker's token. So far we are collecting Rs. 50/- as fine for missing token. She raised this agenda to increase the penalty for missing token. Administrator advised the secretary to find out the cost of the token which is available at present in the Library to decide to increase the penalty.

Dr. Narayana V. Professor & HOD, Community Medicine said that there are freely available apps on the internet which will be benefited for PG Entrance Examinations, Requested to download in the e-library section for the benefit of students. Administrator informed the secretary to find out the website details from Dr. Narayana & Dr. Padmaja Udaykumar.

At the end, the Administrator said that each members should actively participate in the Library Committee, visit the Central Library frequently see your section and give input for the development of the Central Library as well as Departmental Library and thanked all the members.

The meeting was adjourned at 12.30p.m.

  
**SECRETARY**  
**LIBRARY COMMITTEE**  
*Librarian*  
Fr. Muller Central Library  
Kankanady, Mangalore-575002



## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/002/2019

Date: 04.07.2019

Minutes of the Library Committee meeting held on 29th June at 11.00 a.m in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Report on awareness program.
- Infrastructural Observation.
- Any other matter.

#### **Members Present:**

1. Rev. Fr Ajith Menezes Administrator, FMMC
2. Dr B. Sanjeev Rai, C.O.R, FMCI
3. Dr Jayaprakash Alva, Dean, FMMC
4. Dr Venkatesha B. M., Professor, Medicine: Chairperson
5. Sr Jacintha D'Souza, Principal, FMCON
6. Dr Sanjay J. Fernandes , Assistant Professor, Anatomy
7. Dr Maitreyee D.S., Assistant Professor, Biochemistry
8. Dr Narayana V, Professor & HOD, Community Medicine
9. Dr Sukumar, Professor & HOD, Dermatology
10. Dr. Kuldeep Moras F, Professor, ENT
11. Dr. Hareesh Gouda, Associate Professor, Forensic Medicine
12. Dr Meena Dias, Associate Professor, Microbiology
13. Dr Aubrey Franco, Senior Resident, Orthopaedics
14. Dr Reshma G, Kini, Associate Professor, Pathology
15. Dr Anahita R. Shenoy Basti, Assistant Professor, Physiology
16. Dr A.T. Safeekh, Professor & HOD, Psychiatry
17. Dr Krishna Kiran S., Professor, Radio-Diagnosis
18. Dr John Martis, Professor, General Surgery
19. Dr Sweta D'Cunha, Prof. & H.O.D, Hospital Administration
20. Mrs Anupama K., Associate Professor, Physiotherapy
21. Dr Devina Rodrigues, Vice-Principal & PG Co-ordinator, FMCON
22. Dr Janet Dotty Lobo, Librarian, Secretary

### **Department Representatives present in the place of Members:**

1. Dr Rashmi Alva, Associate Professor, Pediatrics
2. Mrs Anitha Nancy D Souza, Asst. Lecturer, SON

### **Members Absent:**

1. Dr Padmaja Udaykumar, Vice-Dean, Professor & HOD, Pharmacology, FMMC
2. Dr Prithi Jain, Associate Professor, Anaesthesiology
3. Dr Prajna Kumari, Senior Resident, OBG
4. Dr Nelly Nazareth, Professor, Ophthalmology
5. Dr M.S Athiyamaan, Associate Professor, Radiotherapy
6. Dr Santhosh, Associate Professor, Speech & Hearing

Rev. Fr Ajith Menezes, Administrator, FMMC welcomed the members. The secretary presented the minutes of the previous meeting. The members discussed the progress of the previous meeting, the agenda of the present meeting and the following observations were made:

### **Agenda – 1: Confirmation of the minutes**

- The secretary presented the usage statistics of the INCISION 3D Anatomy Model accessed by Anatomy Department. The report shows that only Dr. Sanjay J. Fernandes, Assistant Professor, Anatomy has accessed INCISION. Dr. Sanjay said that there was negative feedback from students and Faculty, as it contains surgical aspects with a minimal percentage of Anatomy. The secretary also presented month-wise usage statistics of other disciplines and usage was good. The Dean advised the members to communicate the availability of the facility to the concerned HOD, Faculty and Postgraduate students. The Administrator said that will pass a message in the HOD meeting.
- The Administrator informed that the Stock Verification report shows that missing books in the Central Library is comparatively lesser than the Departmental Library. The decision of the purchase of RFID kept pending to see the percentage of books missing in the Library. The Administrator opined that RFID is not necessary. The secretary said that it's a new technology should install the basic requirements like RFID Tags, Gate, and Issue/Return Kiosks, etc. She also said that when apex bodies visit the Library, they question about RFID Facility. Finally, the Administrator advised the secretary to put this issue in the next budget.
- With regard to the digital display unit, the Administrator said that it is approved in the Library budget and decided to install.
- The discussion was held to subscribe to good plagiarism software. Dr. Sanjeev Rai said that Plagiarism Software is a must for the Institution. The Administrator advised the secretary to include in the next budget.



- The Administrator advised the members to send the Donated books to the Central Library to enter in the Register.
- The secretary brought to the notice of the committee members that RGUHS have not renewed the e-resources available under HELINET Consortium.
- The Administrator sought an opinion from the members regarding up gradation of the Library.
  - Dr. Narayana opined that a National Librarian's Day should be observed in our Institution. The Administrator suggested that Books distribution to the toppers and Best user award should be given on that Day.
  - Dr. Sweeta requested to subscribe e-resources for Hospital Administration.
  - Dr. Sukumar briefed the shortage of space in the Departmental Library.
  - Mrs. Anupama requested training on e-resources available in the Central Library.
  - Dr. Meena Dias suggested freely available app for PG Entrance Exams i.e Medical Dialogue.
- The entry of volumes in the Accession register, Dean opined to continue the same as per Library policy.
- Due to shortage of space in the archival section the question raised to write off of older editions. Finally the committee decided to digitize. With regard to missing books the Dean instructed to verify the stock of books once in three months and if books are found to be missing advised to replace.
- The penalty for missing token increased from ₹.50 to ₹.100 from July 1<sup>st</sup> onwards.

### **Agenda – 2: Report on an awareness program**

- The secretary briefed the awareness program organized on 26<sup>th</sup> April 2019 on Access Medicine and JAMA Evidence-Based Medicine and also on INCISION Nursing Films held on 20<sup>th</sup> June 2019. She said that both the e-resources are subscribed. Dean requested the members to give your opinion to continue the existing resources or can change the e-resources if the concerned department give request.

### **Agenda – 3: Infrastructural Observation.**

The secretary brought to the notice of the committee members, the observation made by the Chairperson by visiting the Library.

- **Basement Floor**  
(Reading Hall)  
Requirements:
  - Paintings
  - To change tables and chairs(Cushion)
  - Drinking water
  - Washrooms

- **First Floor**  
(PG and Staff Section)  
Requirements:
  - Paintings
  - A.C
  - Open racks to keep students bags(outside)

- **Second Floor**  
Wall leakage the way leading to DM Hall and near VIP Lounge(Rainy season)

- **Ground Floor**  
(UG Section)  
Requirements:
  - A.C
  - Paintings
  - Reference Section

- **Reading Hall**  
Requirements:
  - Cushion Chairs(Problems)
  - A.C.
  - Paintings
  - Books Reserved

- **E-Library**  
Requirements:
  - Paintings
  - A.C. inside the server room

- **Library Campus**  
Requirements:
  - Fountain to renovate
  - Lights in the Garden

The Administrator said that following items can be considered.


- Air-condition.
- Paintings.
- To fix screws to the Cushion Chairs

#### **Agenda – 4: Any other Matter**

- Digitization of old publications will be considered in due course

The next meeting will be held on 28.09.2019

The meeting was adjourned at 12.15p.m. with a vote of thanks to the chair.

  
**SECRETARY**  
**LIBRARY COMMITTEE**  
*Librarian*  
 Fr. Muller Central Library  
 Kankanady, Mangalore-575002