

# FATHER MULLER CHARITABLE INSTITUTIONS

## KNOWLEDGE CENTRE

FMCL/LC/003/2014

Date: 16.10.2014

Minutes of the Library Committee meeting held on 27<sup>th</sup> September 2014 at 3.00p.m in the Senate Hall of Medical College 'B' Block.

### Agenda :

- ➔ Demo on RFID Technology
- ➔ Endorsing the minutes of the Previous meeting.
- ➔ Discussion on free trial access & demonstration given in previous meetings.
- ➔ Renewal of Journals for the year 2015
- ➔ Any other matter.

### The Following Members were Present:

1. Rev. Fr Rudolph Ravi D'Sa Administrator, FMMC
2. Dr B. Sanjeev Rai, C.M.S, FMCI
3. Dr Jayaprakash Alva, Dean, FMMC
4. Sr Winnifred D'Souza, Principal, FMCON
5. Dr Malathi M, Professor & HOD, Biochemistry
6. Dr Venkatesha B M , Professor & HOD, Medicine (Dr Arunachalam R, Professor, Medicine-attended)
7. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
9. Dr B. G. Subbha Rao, Professor & HOD, Physiology
10. Dr P. John Mathai, Professor & HOD, Psychiatry
11. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT
12. Dr Sandeep, Course Co-ordinator, MIT
13. Ms Shwetha, Assoc. Professor, Speech & Hearing ( Mr. Minton Mathew – Lecturer-attended)
14. Mrs. Irene Alvares, PG Co-ordinator, FMCON
15. Dr Janet Dotty Lobo, Librarian, Secretary

### Members Absent:

1. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee- **A**
2. Dr Prakash Shetty, Vice-Dean, FMMC - **L**
3. Dr George J. Oliver Pinto, Professor & HOD, ENT- **A**
4. Dr Prema D'Cunha, Professor & HOD, OBG - **A**
5. Dr Jacob Chacko, Professor & HOD, Orthopaedics- **A**



6. Dr Pavan Hegde, Professor & HOD, Paediatrics- **A**
7. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis - **L**
8. Dr Sudhamathi S.M, Course Co-ordinator , MHA - **L**
9. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy - **L**
10. Dr Hasib A.G , Professor & HOD , Radiotherapy - **A**
11. Mrs. Victoria D'Almeida – Vice Principal, FMCON- **A**
12. Mrs. Jasmine Sarita Vas, Principal, FMSON- **L**

Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC, welcomed the members. Also introduced the resource person- Mr Balaji P, Manager- Sales & Implementation , Easylib Software Private Limited, Bangalore.


Demonstration of RFID Technology: Mr Balaji and Mr Ramachandra K, presented RFID Technology. Briefed its features, advantages & various modules, Book Tagging, Issue/Return, Self check in/Out, Book drop box, Gate reader, Stock verification etc. The members those who are present for the meeting cleared their doubts. Finally the Administrator – FMMC informed the resource person that further action will be intimated in due course.

The Secretary presented the minutes of the previous meeting and a follow up was done on the decision of the previous meeting.

#### **The Agenda of the meeting was discussed as below:**

- **Discussion was held on free trial access and demonstration given in previous meetings:** The secretary informed that free trail access details are circulated to all the Departments but the response was not so good, only 10 people gave feedback on different products. Dean-FMMC expressed his disappointment on poor response from the member. Finally the Administrator-FMMC suggested the secretary to call Clinical Learning demonstrator – Mr Roustin Paul, Elsevier representative to hold a meeting to take further decision.
- **Renewal of Journals for the year 2015:** The secretary briefed the problems of journals supply, suggested to renew the existing journals on time to get the journals without interruption. Finally the members agreed on this point & advised to renew the existing journals for the year 2015
- The Administrator asked the secretary to brief the ways to motivate students to use the Library. The secretary given her suggestions -
  - ➔ Teachers should give compulsory project work or assignments to the students
  - ➔ Management should make 1 hour compulsory visit to the Library or few hours in a week or month
  - ➔ By conducting quiz advising them to refer Library resources
  - ➔ By giving Best User Award – PG/UG students.

The meeting adjourned at 4.30 pm., with vote of thanks to the chair

  
 SECRETARY  
 LIBRARY COMMITTEE

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



# **FATHER MULLER CHARITABLE INSTITUTIONS**

## **KNOWLEDGE CENTRE**

FMCL/LC/004/2014

Date: 08.01.2015

Minutes of the Library Committee meeting held on 20<sup>th</sup> December 2014 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Book-Bank facility for all deserving students.
- Any other matter.

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

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMCC
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee
3. Dr Jayaprakash Alva, Dean, FMCC
4. Dr Malathi M., Professor & HOD, Biochemistry
5. Dr Venkatesha B. M. , Professor & HOD, Medicine
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
7. Dr B. G. Subbha Rao, Professor & HOD, Physiology (Dr Jnaneshwar Shenoy – attended)
8. Dr P. John Mathai, Professor & HOD, Psychiatry
9. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT( Mr Shafeeque Ahammed T A– attended)
10. Dr Sudhamathi S.M, Course Co-ordinator , MHA
11. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
12. Dr Sandeep, Course Co-ordinator, MIT
13. Mrs Shwetha, Assoc. Professor, Speech & Hearing
14. Mrs. Victoria D'Almeida – Vice Principal, FMCON
15. Mrs. Jasmine Sarita Vas, Principal, FMSON
16. Dr Janet Dotty Lobo, Librarian, Secretary

### **Members Absent:**

1. Dr B. Sanjeev Rai, C.M.S, FMCI – **A**
2. Dr Prakash Shetty, Vice-Dean, FMCC – **A**
3. Sr Winnifred D'Souza, Principal, FMCON – **L**
4. Dr George J. Oliver Pinto, Professor & HOD, ENT – **A**



5. Dr Prema D'Cunha, Professor & HOD, OBG – L
6. Dr Jacob Chacko, Professor & HOD, Orthopaedics – L
7. Dr Pavan Hegde, Professor & HOD, Paediatrics – L
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology – A
9. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis – A
10. Dr Hasib A.G , Professor & HOD , Radiotherapy – A
11. Mrs. Irene Alvares, PG Co-ordinator, FMCON – L

Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC, presided over the meeting and welcomed the members.

**The following issues were discussed in the meeting as per the agenda:**

**1. Confirmation of the minutes of the previous meeting.**

The Secretary read out the minutes of the previous meeting and asked for comments of the members for any suggestions. The following suggestions are given by the members.

- **Installation of RFID Technology for complete automation of the library.**

The secretary opined that the RFID Technology is not installed in and around Mangalore college Libraries, it is installed in few Libraries at Bangalore. Unless we check its working pattern physically, can't decide the purchase of the product. Hence, the Administrator & Dean advised the secretary to discuss this matter with Library Professionals whenever there is an occasion to visit Bangalore, during Conference and if possible visit to their Library to check RFID Technology.

- **To motivate the students to use the Library.**

1. The secretary informed that now a day's students strength is increased in the library. The Dean has informed the secretary to show slides on the Library usage statistics during next meeting.

2. To motivate students one hour compulsory visit to library, the course co-ordinators of Allied health sciences and the Vice principal of CON opined that they are sending their students to library. Dean said that it is not possible to send MBBS students one hour to library during the class hours due to work load, practical's and clinical hrs.

**2. Book-Bank facility for all deserving students.**

The proposal was suggested by the Dean, FMMC to help poor students those who are not able to spend huge amount on books. Question raised how to accumulate books? There was good response from the members and the suggestions given by them are mentioned below:

- Initial stage management support to build up book-bank facility by raising funds.
- To request the staff and students to donate useful books to the library after completion of their Course.
- To make announcement during student council meeting.




- To collect nominal fee or deposit from the deserving students and to purchase books from that amount.
- Librarian is responsible to collect back the books which are borrowed by the students at the end of their course.

### **3. Any other matter.**

- The secretary informed to the committee members that the reprography (Photocopy) service is running at a loss of Rs.3,000/- per tonner(Cartridge) and suggested to increase photocopy charges. Members felt that not to increase Photocopy charges. Dean, FMMC suggested to increase up to Rs.1.00.
- Dean advised the members to extend full support and Co-operation while organizing awareness programme and free trial access by participating and by giving feedback.

The next meeting will be held on 28.03.2015.

The meeting adjourned at 4.15 pm., with vote of thanks to the Chair

  
SECRETARY  
LIBRARY COMMITTEE

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

# **FATHER MULLER CHARITABLE INSTITUTIONS**

## **KNOWLEDGE CENTRE**

FMCL/LC/001/2015

Date: 22.04.2015

Minutes of the Library Committee meeting held on 14<sup>th</sup> April 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

### **Agenda :**

- Endorsing the minutes of the previous meeting.
- How to maintain the print Journals ratio by selecting most appropriate Journals.
- How to proceed the subscription of the e-journals
- Discussion on Utilization of e-resources supplied by others
- Any other matter.

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

1. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson, Library Committee
2. Dr Jayaprakash Alva, Dean, FMCM
3. Sr Winnifred D'Souza, Principal, FMCON
4. Dr Malathi M., Professor & HOD, Biochemistry
5. Dr Venkatesha B. M. , Professor & HOD, Medicine - L (Attended by - Dr Arunachalam Professor, Medicine)
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
7. Dr Pavan Hegde, Professor & HOD, Paediatrics
8. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
9. Dr B. G. Subbha Rao, Professor & HOD, Physiology
10. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
11. Dr Sudhamathi S.M, Course Co-ordinator , MHA
12. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
13. Mrs Shwetha, Assoc. Professor, Speech & Hearing
14. Mrs. Victoria D'Almeida – Vice Principal, FMCON
15. Mrs. Jasmine Sarita Vas, Principal, FMSON
16. Dr Janet Dotty Lobo, Librarian, Secretary



### **Members Absent:**

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC– **L**
2. Dr B. Sanjeev Rai, C.M.S, FMCI – **L**
3. Dr Prakash Shetty, Vice-Dean, FMMC – **A**
4. Dr George J. Oliver Pinto, Professor & HOD, ENT – **L**
5. Dr Prema D'Cunha, Professor & HOD, OBG – **A**
6. Dr Jacob Chacko, Professor & HOD, Orthopaedics – **L**
7. Dr P. John Mathai, Professor & HOD, Psychiatry– **A**
8. Dr Hasib A.G , Professor & HOD , Radiotherapy – **A**
9. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT– **A**
10. Dr Tessa N Kaneria, Course Co-ordinator, MIT – **A**
11. Mrs. Irene Alvares, PG Co-ordinator, FMCON– **L**

The Dean–FMMC extended a warm welcome to the committee members. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

#### **1. To consider the action taken on the minutes of 20<sup>th</sup> December, 2014.**

The following suggestions were made:

- 1.1 To increase students strength in the Library: The Librarian presented a ppt showing the users strength of all the courses of father Muller Medical College, Father Muller college and College of Nursing. In addition to this she had presented the Budget and expenditure incurred for books & Journals and usage statistics of e-resources.
- 1.2 The committee felt that user's strength is declined in the evening hrs. Dean informed that students are allowed to use Library from the hostels, we don't know whether they actually make use of the Library. Dr Arunachalam opined that the every student those who visit the library should collect an acknowledgement (attendance) from the Library & to show it to the hostel warden to find out the use & Misuse.
- 1.3 Discussion was also held to provide basic amenities like tea/coffee snacks stall, to keep open till the Library working hrs.

#### **2. Subscription of Journals annually:** Dean informed the members not to change the Journals titles frequently. As per the apex bodies we have to show the continuity of the journals.

#### **3. Book-Bank facility for all deserving students:** The secretary has briefed present status of the Book-Bank scheme. Number of Books added for Book Bank. Dean said that this matter has been discussed in the student's council meeting & motivated the students to donate books for Book Bank scheme.



4. **To maintain journals ratio by selecting most appropriate Journals:** It was felt that to balance the subscription of journals and to subscribe Qualitative journals within the budget, decided to subscribe the journals as per MCI guidelines 30:70 ratio. Dean has suggested to subscribe minimum 3 foreign print journals and 2 or more Indian journals within the budget limit.

5. **To proceed the Subscription of e-journals:** Dean opined that number of e-journals vendors have given quote for variety of e-journals, requested members opinion to take further decision. The secretary has briefed the price quoted by different vendors-

- JAMA +9 online Journals
- Clinical Key – Elsevier
- Up-to-date

Members felt that Up-to-date is very useful e-resource, the usage also good & suggested to renew it. Dean asked the secretary to forward the proposal to renew Up-to-date.

6. **Utilization of e-resources supplied by others:** Dean requested the members to utilize the e-resources supplied by different e-resource vendors and requested them to give their feedback to update the existing resources in the Library.

7. **Any other matter:**

7.1. The secretary informed the committee members that few outside college students use the reading hall without the knowledge of Library staff, asked solution to this problem. Dean opined that to inform the security to take necessary action.

7.2. Dr Malathi requested the Dean to transfer books purchased during Health Sciences Books Exhibition to their departmental Library. Dean opined that one copy of the reference books to be kept in the Library and the second copy can be given to the department.

The next meeting will be held on 27.06.2015.

The meeting adjourned at 4.15 pm., with vote of thanks to the Chair

  
SECRETARY  
LIBRARY COMMITTEE

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



## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/002/2015

Date: 07.07.2015

Minutes of the Library Committee meeting held on 27<sup>th</sup> June 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- ➡ Endorsing the minutes of the previous meeting.
- ➡ To identify students who deserve Book Bank Books.
- ➡ Minimum number of Photocopies to be given to Postgraduates for Journal Club.
- ➡ Any other matter.

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

1. Dr B Sanjeev Rai, C.M.S, FMCI
2. Dr Jayaprakash Alva, Dean, FMMC
3. Dr Prakash Shetty, Vice-Dean, FMMC (Attended by - Dr Jayaprakash T. Asst. Prof. Anatomy)
4. Dr Malathi M, Professor & HOD, Biochemistry
5. Dr Venkatesha B M , Professor & HOD, Medicine
6. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology (O.D)
7. Dr K Raghuvver Adiga , Professor & HOD, Orthopaedics
8. Dr B. G. Subbha Rao, Professor & HOD, Physiology
9. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
10. Mrs Kavitha Vishal, Course Co-ordinator, Physiotherapy
11. Mrs Shwetha, Assoc. Professor, Speech & Hearing
12. Mrs Victoria D'Almeida – Vice Principal, FMCON
13. Mrs Irene Alvares, PG Co-ordinator, FMCON
14. Mrs Jasmine Sarita Vas, Principal, FMSON
15. Dr Janet Dotty Lobo, Librarian, Secretary

#### **Members Absent:**

1. Rev. Fr Rudolph Ravi D'Sa, Administrator, FMMC– L
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson - A
3. Sr Winnifred D'Souza, Principal, FMCON– L
4. Dr George J. Oliver Pinto, Professor & HOD, ENT - A
5. Dr Prema D'Cunha, Professor & HOD, OBG- A
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology - - L
7. Dr Pavan Hegde, Professor & HOD, Paediatrics - A
8. Dr P. John Mathai, Professor & HOD, Psychiatry - A
9. Dr Hasib A.G , Professor & HOD , Radiotherapy– L
10. Dr Sudhamathi S.M, Course Co-ordinator , MHA -A
11. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT - A
12. Dr Tessa N Kaneria, Course Co-ordinator, MIT – L



The Dean-FMMC extended a warm welcome to the committee members. It was observed by the Dean that many of the members were absent for the meeting and advised the secretary to send a memo to all the absentees. The secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the previous meeting.

**As per the Agenda the following issues were discussed :**

➡ **Confirmation of the minutes of the previous meeting:**

The secretary read out the minutes of the previous meeting and briefed the suggestions given by the members and action taken against it.

➡ **To identify students who deserve Book Bank Books:**

Dean has requested the members to give suggestions how to implement this facility. The following question raised during the meeting. How to identify the deserving students ?

Members opined that to send a notice briefing the facility available and suggested to display the book list on the notice board of the Library

➡ **Minimum number of Photocopies to be given to Postgraduates for Journal Club:**

It has been observed by the secretary that too many photocopies are taken from the Library for Journal club. To minimise the cost and wastage, she has requested the members to give their suggestion. Members opined that minimum one or two copies of articles photocopies can be given and if they needed more copies, it was suggested to scan or download the articles into their systems and to forward the same to the emails of concerned departmental faculty and students

➡ **Any other matter:**

- **Misuse of e-library facility :**

It has been observed that majority of the students coming to e-library to browse film songs, movies and serials. Question raised how to control it? Dean advised the secretary to send their names to his office to take necessary action.

- **Adding new editions of publications in the Departmental Library:**


Members suggested that most of the books are older editions and suggested to shift the books to Central Library and requested to supply new editions to the Departmental Library. CMS and Dean opined that as per MCI standards minimum 100 books should be there in the Departmental Library and every year 10% hike should be made. They have requested all the HOD'S to update their departmental Library by adding books.

- **Usage Statistics of the Library:**

The Secretary presented a PPT of the usage statistics. By seeing it the Dean – FMMC opined that borrowing facility is declined in the Library instructed all the HOD's & other members to look into it. CMS observed that e-resources statistics contains only the figures taken from the Library, advised the secretary to collect statistics of the departmental usage from the IT Manager.

The next meeting will be held on 26.09.2015.

The meeting adjourned at 4.00p.m.

  
**SECRETARY**  
**LIBRARY COMMITTEE**

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