

## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/003/2015

Date: 03.10.2015

Minutes of the Library Committee meeting held on 26<sup>th</sup> September 2015 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 2016.
- Fixing the duration of the Chairperson.
- Any other matter.

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

1. Dr Jayaprakash Alva, Dean, FMMC
2. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson (O.D)
3. Dr Prakash Shetty, Vice-Dean, FMMC
4. Sr Winnifred D'Souza, Principal, FMCON
5. Dr Mahesh Bhat T., Professor & HOD, ENT
6. Dr Prema D'Cunha, Professor & HOD, OBG
7. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
8. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
9. Dr Pavan Hegde, Professor & HOD, Paediatrics (O.D)
10. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
11. Dr B. G. Subbha Rao, Professor & HOD, Physiology ( Dr Shyamala Kumari V. – Assoc. Professor, Physiology - attended)
12. Dr P. John Mathai, Professor & HOD, Psychiatry (O.D)
13. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
14. Mrs Sweta D'Cunha Course Co-ordinator , MHA
15. Mr Sudeep Pais, Course Co-ordinator, Physiotherapy
16. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT
17. Mrs Shwetha, Assoc. Professor, Speech & Hearing (Sr. Cynthia Santhmayor - Speech & Hearing - attended)
18. Mrs Victoria D'Almeida – Vice Principal, FMCON
19. Mrs Irene Alvares, PG Co-ordinator, FMCON (O.D)
20. 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 Malathi M, Professor & HOD, Biochemistry – L
4. Dr Venkatesha B M , Professor & HOD, Medicine – L
5. Dr Hasib A.G , Professor & HOD , Radiotherapy– L
6. Dr Tessa N Kaneria, Course Co-ordinator, MIT – L
7. Mrs Jasmine Sarita Vas, Principal, FMSON– 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.

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

#### **❖ 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.

Regarding the book bank facility available in the Library for deserving students. Presently this facility was extended to MBBS students only. It was observed by the Librarian that MBBS students response was very poor. Though notice put on the notice board no one as shown interest. The secretary requested the members opinion to extend the facility to all the students. Dean and members agreed on this and instructed the secretary to do the same.

#### **❖ Renewal of Journals for the year 2016:**

The secretary briefed the status of the journals subscribed during the year 2015. Highlighted the departments which are exceeded the budget limit. The Dean advised the members not to change the Journal titles frequently, opined that if the departments wanted to increase the number of titles can be subscribed.

#### **❖ Fixing the duration of the chairperson:**

It has been discussed and decided to fix the chairpersons duration as 2 years on rotation. Dean said that next chairperson will be declared during the next meeting.

#### **❖ Any other matter**

The secretary briefed the details on free trial access extended to us by Pharmaceutical Press On “ Medicines Complete online”. Its contents, price etc. seeked members feedback on this database. Dean said that for the time being we donot require this product.

Regarding the usage statistics of the Library, the Dean has suggested to prepare statistics department wise instead college wise. Also instructed to collect e-resources usage statistics of the departments from the IT Manager.

The meeting adjourned at 4.00p.m.



SECRETARY  
LIBRARYCOMMITTEE

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



## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/004/2015

Date: 26.12.2015

Minutes of the Library Committee meeting held on 19<sup>th</sup> December 2015 at 3.00 p.m in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Take over and Hand over of the Chairperson.
- Any other matter.

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

1. Rev. Fr Rudolph Ravi D'Sa – Administrator, FMMC
2. Dr Jayaprakash Alva, Dean, FMMC
3. Dr Erel A.I. Diaz, Professor & HOD, General Surgery – Chairperson
4. Dr Prakash Shetty, Vice-Dean, FMMC
5. Sr Winnifred D'Souza, Principal, FMCON
6. Dr Malathi M, Professor & HOD, Biochemistry
7. Dr Venkatesha B M , Professor & HOD, Medicine
8. Dr Hasib A.G , Professor & HOD , Radiotherapy
9. Dr Mahesh Bhat T., Professor & HOD, ENT
10. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
11. Dr K Raghuveer Adiga , Professor & HOD, Orthopaedics
12. Dr Pavan Hegde, Professor & HOD, Paediatrics
13. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
14. Dr B. G. Subbha Rao, Professor & HOD,
15. Dr P. John Mathai, Professor & HOD, Psychiatry
16. Mr Sudeep Pais, Course Co-ordinator, Physiotherapy
17. Mrs Irene Alvares, PG Co-ordinator, FMCON
18. Dr Janet Dotty Lobo, Librarian, Secretary
19. Dr Nagesh K. R, Professor & HOD, Forensic Medicine

#### **Members Absent:**

1. Dr B Sanjeev Rai, C.M.S, FMCI -- L
2. Dr Prema D'Cunha, Professor & HOD, OBG- A
3. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis- A
4. Mrs Sweta D'Cunha Course Co-ordinator , MHA - L



5. Dr Jayaprakash, Course Co-ordinator, B.Sc. MLT- L
6. Mrs Shwetha, Assoc. Professor, Speech & Hearing - A
7. Mrs Victoria D'Almeida – Vice Principal, FMCON- L
8. Dr Tessa N Kaneria, Course Co-ordinator, MIT – L
9. Mrs Jasmine Sarita Vas, Principal, FMSON– A

The Administrator – FMMC Welcomed the gathering. The Secretary presented the minutes of the previous meeting and a follow up was done on the decisions of the meeting.

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

#### **→ Endorsing 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.

- Book – Bank facility for all the students – The Secretary briefed total number of books available in the book- bank. Number of students availed the facility etc.,
- Renewal of Journals for the year 2016. The Secretary briefed the problems faced the Journals subscription.

#### **→ Take over and Hand over of the Chairperson:**

The Dean appreciated the service extended by Dr Erel A.I. Diaz, Professor & H.O.D of Surgery and Chairperson of the Library Committee and thanked him on behalf of all the members. The Dean suggested Dr Nagesh K. R., Professor & HOD of Forensic Medicine & Toxicology to take the responsibility as a chairperson of the Library committee, Dr Nagesh K. R. accepted it. All the members congratulated Dr Nagesh K R.

#### **→ Any other matter:**

The Secretary requested to reformat the Library Committee by including all the H.O.D's and requested to exclude the members who are not attending the meeting regularly. The Dean sought members opinion on this matter and all the members unanimously accepted the agenda.

The Administrator – FMMC asked the secretary about the borrowing rules for undergraduates. The Secretary briefed that one book is issued for 2 days and the fine for overdue is Rs.50/- The Administrator suggested to increase the borrowing period upto one week, The Secretary requested to increase the number of copies. The Dean also agreed on this matter. Dr Mahesh Bhat, said that in KMC they won't lend books to the students, they have to refer in the Library. Dean said that Book-Bank facility is available in the Library. The lending period is nearly one month, suggested that the students to make use of the facility if they want for longer period.

Dr Padmaja Udaykumar requested to Air-conditioning of the Library reading rooms. The Secretary also briefed her experience during her recent visit to K.S. Hegde Medical Library. The number of Students usage strength is increased after air conditioning.

Dr Raghuveer Adiga opined that the budget allotted to orthopedics is not fulfilling their requirements, hence requested to increase it. The Dean said that every year 10-15% budget is increased over the previous year's budget.

The meeting adjourned at 4.00p.m.



SECRETARY  
LIBRARY COMMITTEE

*Librarian*

Fr. Muller Central Library  
Kankanady, Mangalore-575002



## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/001/2016

Date: 06.04.2016

Minutes of the Library Committee meeting held on 2<sup>nd</sup> April 2016 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Feedback from the departments on free trial access
- Demonstration of user awareness program
- Any other matter.

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

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMCC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean, FMCC
4. Dr Amar Singh, Associate Professor (For HOD, Anatomy)
5. Sr. Winnifred D'Souza, Principal, FMCON
6. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr. Ramesh Bhat M, Professor & HOD, Dermatology
9. Dr Norman B Mendonca, Professor & HOD, Ophthalmology
10. Dr K Raghuveer Adiga, Professor & HOD, Orthopedics
11. Dr Hilda Fernandes, Professor & HOD, Pathology
12. Dr Pavan Hegde, Professor & HOD, Paediatrics
13. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
14. Dr Shyamala Kumari, Associate Professor (For HOD, Physiology)
15. Dr P. John Mathai, Professor & HOD, Psychiatry
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Dr. Erel A. I. Diaz, Professor & HOD, General Surgery
18. Mrs. Sweta D'Cunha- Course Co-ordinator, MHA
19. Mr. Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
20. Dr Jayaprakash C. S., Course Co-ordinator, Bsc. MLT
21. Mrs Shwetha, Assoc. Professor, Speech & Hearing
22. Mrs Victoria D'Almeida – Vice Principal, FMCON
23. Mrs Irene Alvares, PG Co-ordinator, FMCON
24. Mrs Jasmine Sarita Vas, Principal, FMSON
25. Dr Janet Dotty Lobo, Librarian, Secretary



### **Members Absent:**

1. Dr B Sanjeev Rai, C.M.S, FMCI - L
2. Dr Malathi M, Professor & HOD, Biochemistry - L
3. Dr. Mahesh Bhat T, Professor & HOD, ENT - L
4. Dr Venkatesha B M , Professor & HOD, Medicine - L
5. Dr B Rekha, Professor & HOD, Microbiology - L
6. Dr Prema D'Cunha, Professor & HOD, OBG - A
7. Dr Hasib A. G. ,Professor & HOD, Radiotherapy - A
8. Dr Tessa N Kaneria, Course Co-ordinator, MIT - A

The Administrator, FMMC welcomed the gathering. Also introduced & welcomed the new members. The secretary read the minutes of the previous meeting, and briefed about the action taken on the minutes of previous meeting. Action was already taken on all matters except Air Conditioning of the Library reading Halls.

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

#### **Feedback from the departments on free trial access.**

- Discussion was held on how to bring awareness on giving feedback among the faculty & students.
- The following solutions were given by the members:
  - To send user ID and passwords of the entire faculty to H.O.D's email & the H.O.D. has to distribute the same to the faculty members of their department.
  - HOD's have to appoint one staff for the departmental library. He/she will be responsible to bring awareness about the departmental activities.
  - To communicate the departmental secretary, Administrator's Secretary about the free trial access and instructing them to communicate the same to the faculty of their department.
  - To send reminders about the free trial access to the departments very often.

#### **Demonstration of user awareness program.**

- The secretary briefed that many publishers have come forward to give demonstration on the following e-resources.
  - ✓ Elsevier on "Scopus" and other databases.
  - ✓ McGraw Hill on "Access Medicine".
  - ✓ BMJ on "BMJ case report" & other databases.
  - ✓ ACCUCOMS on "The JAMA network – 9 titles & other databases.
  - ✓ Bhalani Infotech on "Plagiarism Software".
  - ✓ EBSCO on "Physiotherapy" "Speech & Hearing e-books" and on other e-resources.




- The secretary sought member's opinion about these e-resources to arrange user awareness program. The committee discussed this point and given the following Suggestion:
  - ✓ To form a committee from each college & courses to recommend the product and to decide whether to hold or not to hold the user awareness program.

**Any Other Matter:**

- The secretary said that outside students are entering the Library reading halls without the knowledge of Library staff & the Security requested solution to control it & to identify them. The point was not discussed due to shortage of time.
- Few members discussed about shortage of budget allotted to their department. Dean said that every year 10% - 15% budget is hiked over the previous year's budget and instructed the secretary to send the budget allotted figures to each departmental heads.

The Chairperson thanked the Administrator, Dean & all the members. Next meeting will be held on 25<sup>th</sup> June 2016.

The meeting adjourned at 4.10 pm

  
SECRETARY  
LIBRARY COMMITTEE  
*Librarian*  
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## **FATHER MULLER CHARITABLE INSTITUTIONS**

### **KNOWLEDGE CENTRE**

FMCL/LC/002/2016

Date: 08.07.2016

Minutes of the Library Committee meeting held on 2<sup>nd</sup> July 2016 at 3.00 pm in the Senate Hall of Medical College 'B' Block.

#### **Agenda :**

- Endorsing the minutes of the previous meeting.
- Discussion on subscription of e-resources requested by various Publishers.
- Recovery of missing books of Departmental Library.
- Any other matter.

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

1. Rev Fr Rudolph Ravi D'Sa, Administrator, FMMC
2. Dr Nagesh K.R., Professor & HOD, Forensic Medicine, Chairperson
3. Dr Jayaprakash Alva, Dean, FMMC
4. Sr. Winnifred D'Souza, Principal, FMCON
5. Dr Radhesh Hegde B, Professor & HOD, Anesthesiology
6. Dr Malathi M, Professor & HOD, Biochemistry
7. Dr Narayana V, Professor & HOD, Community Medicine
8. Dr. Mahesh Bhat T, Professor & HOD, ENT
9. Dr Venkatesha B M , Professor & HOD, Medicine
10. Dr B Rekha, Professor & HOD, Microbiology
11. Dr K Raghuvver Adiga , Professor & HOD, Orthopedics
12. Dr Hilda Fernandes, Professor & HOD, Pathology
13. Dr Pavan Hegde, Professor & HOD, Paediatrics
14. Dr Padmaja Udaykumar, Professor & HOD, Pharmacology
15. Dr. Jnaneshwara P. Shenoy - Associate Professor, Physiology (for Physiology HOD)
16. Dr H. B. Suresh, Professor & HOD, Radio-Diagnosis
17. Mrs Sweta D'Cunha Course Co-ordinator , MHA
18. Mr Sudeep Mario J. Pais, Course Co-ordinator, Physiotherapy
19. Dr Jayaprakash C.S. Course Co-ordinator, B.Sc. MLT
20. Mrs Victoria D'Almeida – Vice Principal, FMCON
21. Mrs Irene Alvares, 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 — L
2. Dr Prakash Shetty, Vice-Dean, FMMC - A
3. Dr. Erel A. I. Diaz, Professor & HOD, General Surgery – L
4. Dr. Ramesh Bhat M, Professor & HOD, Dermatology– L
5. Dr Prema D'Cunha, Professor & HOD, OBG- – A
6. Dr Norman B Mendonca, Professor & HOD, Ophthalmology - A
7. Dr P. John Mathai, Professor & HOD, Psychiatry – O.D
8. Dr Hasib A.G , Professor & HOD , Radiotherapy – L
9. Dr Tessa N Kaneria, Course Co-ordinator, MIT - L
10. Ms Shwetha, Vice-Principal , Speech & Hearing - L

Rev. Fr Rudolph Ravi D'Sa 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:

- Related to the action taken on air conditioning of the Library, the Administrator said that the request was considered by the management. The quotations were received and discussion is going on.
- Regarding subscription of e-resources requested by various publishers, the Dean said that we have already invested huge amount on e-resources, but the usage part is not so good. Also said that if we call the publishers to give demo then they will disturb us till we buy their product. Hence, advised the members to utilize the existing resources. The Administrator felt that this matter should be placed before the Sub-committee for reviewing e-resources for discussion.
- The secretary briefed about missing departmental library books and total number of books recovered. The Administrator observed that the number has come down and requested the H.O.D's to minimize the number by maintaining a record & by giving responsibility to the departmental library staff/secretary. Also discussed issues related to replacement of missing books. The Dean said that policy will be framed to recover missing departmental Library books.
- The secretary presented a statistics on:
  - Publisher-wise E-books available in the Library
  - Publisher-wise E-journals available in the Library
  - Department-wise Journal's usage
  - Amount spent on Journals and its comparison



- College-wise E-resources usage
- College-wise Library usage
- Total visitors to the Library
- Printout and photocopier service given to the end users.

All the members observed the statistics and discussed on the usage part. The Dean observed that e-resources usage and number of visitors to the Library is not satisfactory. The Administrator felt that total visitors to the Library are good but individual department wise is poor. The meeting was adjourned at 4.15 pm.



SECRETARY

LIBRARY COMMITTEE

*Librarian*

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